

MACKAY SCHOOL DISTRICT
Classified Job Description
PARAEDUCATOR/AIDE

Definition

Under supervision of the elementary or secondary teacher, to perform a variety of instructional activities; to provide intensified learning experiences for students in assigned areas; to provide a variety of clerical and supportive tasks for teachers; and to do related work as required.

Work schedule

7:45am -3:30pm, 4 days/week as per school days. 9 months as per student days. Sick leave 9 days. No personal leave.

Example of Duties

- * Assists instructional personnel with the development and presentation of learning materials and instructional exercises;
- * Tutors individuals and small groups of students to reinforce and follow-up learning activities;
- * Supervises students in the classroom, on field trips and during other activities;
- * Administers and corrects standardized tests; maintains student records, attendance and files;
- * Performs a variety of regular clerical duties such as filing, typing or duplicating materials;
- * Maintains discipline in the absence of the teacher; assists in maintaining a neat, orderly and attractive learning environment by performing such tasks as cleaning the room, arranging displays, or preparing bulletin boards;
- * Timely recording of Medicaid services as applicable to position responsibilities.
- * Other duties as prescribed by the Principal and or Superintendent.

Desirable Qualifications

Knowledge of:

- * Student behavior and characteristics of elementary/secondary age children;
- * Techniques used in controlling and motivating children;
- * Correct English usage;
- * Routine record keeping;
- * General purposes and goals of public education.

Ability to:

- * Assume responsibility for supervising students;
- * Demonstrate patience, warmth and a liking for children;
- * Learn and utilize standard teaching aids and office machines;
- * Learn and utilize basic methods and procedures to be followed in an instructional setting;
- * Perform routine clerical work;
- * Understand and carry out oral and written directions;
- * Maintain cooperative and effective working relationships with children and adults.

Aide Expectations and Guidelines

1. **Sickness:** If work must be missed due to sickness, notify the office, not another employee.
2. **Punctuality:** Be on time in the morning, after lunch, and after breaks. Breaks are a privilege from the District and are not required to be given.
3. **Appearance:** Look professional. Avoid clothing with holes or that portray an unprofessional appearance.
4. **Cell phone/Computer use:** Use of cell phone while working is prohibited. Computers are for work use only; avoid checking personal email, conducting personal research, or shopping. Contact your supervisor for authorization during extenuating circumstances.
5. **Lunches:** Utilize lunch breaks for eating lunch. If errands are to be run on a lunch break, plan to allocate time to eat, or conduct errands after school.
6. **One on One Responsibilities:** When student is doing well, ask teacher for direction on additional activities. Either consistently engage with students, or find other areas in the classroom that could use attention. Staying busy is not a matter of lack of need, but lack of effort. When student is absent, check with your supervisor for other work that can be done.
7. **Special Ed. Work First:** All aides are for special education or title classrooms. While at work be engaged in these departments, not other teachers.
8. **Politeness:** Always be courteous and professional in conversation with students, staff, and parents.
9. **Confidentiality:** All information pertaining to students is highly confidential. At no time should information be relayed to a students' family, friends, or others inquiring. Direct all community questions or concerns to the students' teacher. Relay information back to the teacher so they might place a follow-up call when necessary.
10. **Chain of Command:** Elementary staff contact Mr. Larsen; Secondary staff contact Mr. Johnson.
11. **Instruction:** Certified staff will be giving core instruction, anything beyond that may be done by aides.

Please understand there are no contractual rights to this position. All classified positions with Mackay School District #182 are at-will positions and your employment may be terminated at any time, without cause.

Employee Signature _____

Date _____