**Substitute Instructional Aide**

Reports to –Director of Technology/Principal

Works in a classroom that requires an instructional aide in the absence of the regular instructional aide.

**PERFORMANCE RESPONSIBILITIES**

1. Implements instructional techniques and learning activities as directed.
2. Participates as an integral member of the remediation instructional team.
3. Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
4. Prepares and organizes materials and equipment for instruction and instructs pupils individually or in small groups in the classroom or in the computer lab.
5. Operates and cares for equipment used in the classroom for instructional purposes.
6. Distributes and collects workbooks, papers, and other materials for instruction.
7. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
8. Works with individual students or small groups of students in the classroom or the computer lab to reinforce learning of material or skills.
9. Checks lab work and notebooks, corrects papers, and supervises testing and makeup work as assigned by the teacher and assists with the documentation of pupil progress on a continuous basis.
10. Duties may include performance of health services, for which training will be provided.
11. Performs other duties as assigned by the Teacher and/or Principal or school center head.

**PHYSICAL DEMANDS**

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

**MINIMUM QUALIFICATIONS**

1. High School Diploma or G.E.D.
2. Passing Score on the Kentucky Paraeducator Assessment or 48 college hours
3. Demonstrated competent language skills
4. Successful experience working with children, individually or in groups, including ability to read and understand meanings of words and ideas associated with them and to use them effectively
5. Participated in program training as specified by the Kentucky Department of Education and local district
6. Program specific certifications/training

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: February 20, 2018

Board Chairperson Revised: May 22, 2018

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee