Notice of Vacancy

Northwest Community Schools
6900 Rives Junction Road
Jackson, MI  49201
517-817-4726
Fax: 517-569-2395

Date: August 9, 2019

Position: Instructional Aide (Classroom Aide)
Location: Northwest Early Elementary School
Hours: 5.5 Hours/Day (Hours May Vary)
Start Date: September 9, 2019 (approximately)
Qualifications: See attached job description.  Must meet NCLBW qualifications.
Hourly Pay: Internal Candidates:  Step 1, Per Contract
            External Candidates:  90% of Step 1, Per Contract
Benefits: No Benefits Provided With This Position
Application Deadline: August 16, 2019
Application Procedure: Submit letter of intent to:
                      Cindy Devereaux – Central Administration Office
                      Northwest Community Schools
                      6900 Rives Junction Road
                      Jackson, MI  49201
NORTHWEST SCHOOL DISTRICT
JOB DESCRIPTION

**TITLE:** Classroom Instructional Aide
**REPORTS TO:** Building Principal

**QUALIFICATIONS**
1. Demonstrate organizational ability with clerical duties as well as maintaining files and materials.
2. Ability to anticipate tasks that need to be done, follow directions, and carry out duties as assigned by the teacher and/or building administrator.
3. Knowledge and demonstrated ability to deal in a positive manner and provide discipline for aggressive and emotional behavior of designated students.
4. Knowledge and demonstrated ability to provide required assistance for any unique needs of designated students.
5. Demonstrate ethical behavior and confidentiality of information about students in school environment and community.
7. Regular attendance is mandatory.
8. Must meet the Highly Qualified requirements for NCLB.
   ... Complete at least two years of study at an institution of higher education (equal to 60 semester hours); or
   ... Obtain an associate’s (or higher) degree; or
   ... Demonstrate, through a formal academic assessment test (MTTC or ETS Parapro Assessment) knowledge of and the ability to assist in instructing reading, writing, and mathematics (or, as appropriate, reading, writings, and mathematics readiness).
9. Experience working with children including special needs children.

**SUPERVISES**
Students in areas and classrooms as directed by the classroom teacher and/or principal.

**JOB GOAL**
Provide support for instructional staff and student(s) in the educational setting.
PERFORMANCE RESPONSIBILITIES
1. Supervise arrival of designated students. Includes pick-up from bus and indirect observation to classroom, when needed.
2. To work directly with classroom teachers to implement/reinforce the plan for remediation of behavioral skills and educational goals.
3. Performs clerical, classroom maintenance, and instructional duties as assigned by the certified staff.
4. Assists the certified staff in devising special strategies/interventions for reinforcing learning materials and skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
5. Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced and outlined by certified staff.
6. Alerts the certified staff to any problem or special information about an individual student.
7. Performs assigned supervision of students during lunch periods, play periods, and on field trips.
8. Assist designated students in preparation for recess.
9. Attend meetings concerning designated student(s).
10. Assist students in preparation for departure, and accompany to bus.
11. Other duties as assigned by teacher and administrator.

TERMS OF EMPLOYMENT
Salary, benefits, and working conditions will be according to the working agreement between the Northwest Board of Education and the Northwest Educational Support Personnel.

EVALUATION
The Building Administrator will evaluate performance at least annually.