

**Premier Arts and Science Charter School  
Job Description  
Instructional Aide**

**Qualifications:**

**Special Knowledge/Skills:**

- Ability to work cooperatively with others and maintain a positive attitude in the work environment
- Ability to use good judgment in problem-solving and decision-making
- Use time productively
- Ability to follow school policies and procedures
- Ability to accept supervisory direction and desire to improve job skills
- Ability to demonstrate tact, courtesy and helpfulness in dealing with staff, students, parents, and visitors to the school

**Experience:**

- Prior experience working with children, preferably in an instructional setting

**Major Responsibilities and Duties**

- Work with individual students or small groups to reinforce learning material or skills introduced by the teacher.
- Operate and cares for equipment or instructional materials used in the classroom for instructional purposes.
- Help student master equipment or instructional materials assigned by the teacher.
- Distribute and collect workbooks, papers, and/or instructional materials as directed by the teacher.
- Guide independent study, enrichment work, and remedial work as assigned by the teacher.

- Assist with the supervision of students during meals, emergency drills, assemblies, play periods, or field trips.
- Assist with supervision of daily routines and schedules.
- Provide information and assistance to a substitute teacher should one be assigned.
- Participate in appropriate staff development as required to ensure professional growth.
- Participate in staff meeting, committee meetings, or board meetings as required by job assignment.
- Perform other duties as assigned.

### **Qualifications**

1. Child Development Associate (CDA) Credential
2. High School Diploma or GED