

## **Job Description**

### **BOARD OF EDUCATION DENVER**

**TITLE:** INSTRUCTIONAL/PERSONAL AIDE

**QUALIFICATIONS:**

- 1. High school diploma; college-level coursework in education or related field\***
- 2. Minimum experience as determined by the board**
- 3. Knowledge of child growth and development and appropriate classroom practices and demonstrated ability to assist with instructional activities**
- 4. Good oral and written communication skills**
- 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status**

*\* In programs funded with federal Title I funds, or in district-wide Title I districts, all teaching assistants hired after January 8, 2002 must complete at least two years of college, obtain an associate's degree or higher, or pass an evaluation to demonstrate the knowledge and ability to assist in teaching reading, writing, and math. Those hired before that date have until January 8, 2006 to meet one of the requirements.*

**REPORTS TO:** Principal/Classroom Teacher, Director of Special Services

**SUPERVISES:** Assists in the supervision of classroom activities under the direction and supervision of the certified classroom teacher, principal or Director of Special Services.

**JOB GOAL:** To promote the achievement of students' educational goals and learning objectives by providing supplemental and clerical services to assist the classroom teacher. Personal Aides assist the classroom teacher by working with individual and small groups of disabled students to provide them with physical help and emotional support as needed to gain optimum benefit from the district's special education program.

## **PERFORMANCE RESPONSIBILITIES:**

- 1. Assists the classroom teacher in the delivery of an effective instructional program.**
- 2. Works with individual students or small groups of students to reinforce learning of material or skills introduced by the teacher.**
- 3. Operates and cares for equipment used in the classroom for instructional purposes.**
- 4. Helps students master equipment or instructional materials assigned by teacher.**
- 5. Distributes and collects workbooks, papers, and other materials for instruction.**
- 6. Guides independent study, enrichment work, and remedial work assigned by the teacher.**
- 7. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.**
- 8. Helps the teacher to plan and maintain bulletin board and other classroom learning displays.**
- 9. Reads to students, listens to students read, and participates in other forms of oral communication with students.**
- 10. Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.**
- 11. Performs clerical duties related to the instructional program including attendance reports, collection of money, duplication of materials, and distribution and return of notices to home.**
- 12. Helps very young students with their clothing, snack time routine, and toileting activities.**
- 13. Participates in in-service training as assigned.**
- 14. Performs other related duties as assigned.**

## **ADDITIONAL RESPONSIBILITIES OF PERSONAL AIDES:**

- 1. Assists in taking care of the physical needs of the special education pupil, including putting on and taking off outerwear, moving from room to room and using the lavatory.**

2. **Assists with individualized instruction and works with small groups of students under the supervision of the special education teacher to reinforce material initially introduced by the teacher.**
3. **Assists, where appropriate, in loading and unloading the special education pupil from transportation buses or vans.**
4. **Completes clerical duties as assigned by the special education classroom teacher.**
5. **Assists pupils with various projects, crafts, and curriculum tasks.**
6. **Helps with the supervision of children on field trips planned by the teacher.**
7. **Assists in playground supervision.**
8. **Engages children in conversation to encourage language development.**
9. **Aids physically handicapped children, particularly those who rely upon appliances and prosthetics.**
10. **Performs other appropriate duties as assigned by the special education teacher or building principal directly related to a good learning experience for special education pupils.**

**TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board of education.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of noncertified staff.

**APPROVED: June 1, 2009**