



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

INSTRUCTIONAL AIDE

QUALIFICATIONS:

1. Possesses valid New Jersey teaching certificate or Certificate of Eligibility with Advanced Standing (Preferred).
2. Holds Bachelor's Degree (Preferred).
3. Possesses valid County Substitute Certificate (Required).
4. Demonstrates skill in both written and oral communications and human relations.
5. Successfully completes required criminal history check and has proof of U.S. Citizenship or legal resident alien status.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal or designated administrator

JOB GOAL: Under the direction and supervision of the certified classroom teacher, principal or other designated certified personnel, assists faculty members in the instruction of students and in facilitating students' learning activities so that they attain the established curriculum goals adopted by the Holmdel Township Board of Education.

PERFORMANCE RESPONSIBILITIES:

1. Instruction
 - a. Assists the classroom teacher in the delivery of an effective instructional program.
 - b. Works with individual students or small groups of students to reinforce the learning of information or skills initially introduced by the teacher.
 - c. Assists teachers and/or students in the implementation of enrichment or remedial work in independent study, in undertaking laboratory activities, in accomplishing computer software activities, and in other situations.

- d. Operates and cares for equipment used in the classroom for instructional purposes.
- e. Helps students master equipment or instructional materials assigned by the classroom teacher.
- f. Serves, in emergency situations, as a substitute teacher.

2. Instructional Planning

- a. Assists the teacher in designing strategies to reinforce knowledge or skills which meet the individual needs of students.
- b. Assists the teacher in maintaining an inventory, organizing educational materials, preparing instructional documents, and other activities which facilitate the educational program.
- c. Processes student paperwork in accordance with the directions of the teacher.
- d. Assists the teacher in organizing the classroom for instruction.

3. Student Management

- a. Supports the teacher in maintaining a classroom environment that is conducive to learning and appropriate to the needs and interests of the students.
- b. Maintains student conduct in situations assigned by the principal in accordance with the contractual agreement.

4. Professional Development

- a. Strives to maintain and enhance professional competence through professional reading as well as participation in workshops, conferences and appropriate staff development programs in accordance with district guidelines.
- b. Attends staff meetings as required by contract.
- c. Serves on staff committees on a voluntary basis.

5. School/Community Relations

- a. Cooperates and shares professionally with other members of the staff.
- b. Maintains confidentiality about students in accordance with state and federal law as well as district policy.

6. Other

Performs such other tasks and assumes such other responsibilities as the principal may assign.

TERMS OF EMPLOYMENT: Ten-month year. Salary established in the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance of the position will be evaluated in accordance with the provisions of the agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Board Meeting

DATE: September 1979

REVISED: March 13, 1996