



COMPENSATION AND CLASSIFICATION

PEMAYETV EMAHAKV CHARTER SCHOOL INSTRUCTIONAL AIDE (Elementary and Middle School)

JOB ANNOUNCEMENT: Instructional Aide
QUALIFICATIONS: High School Diploma/Equivalent and ParaPro Exam
OR Associate's Degree or higher
STARTING SALARY: \$18.00 an hour with years of experience honored
START DATE: August 5, 2025

JOB DESCRIPTION QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Satisfactory criminal background check and drug screening.
- (3) Meet the requirements of NO Child Left Behind Act:
 - a. Two years of student at an institution of higher learning; or
 - b. Associate's or higher degree; or
 - c. Knowledge and ability to assist in instruction in core subjects as verified by a rigorous State or local assessment (Parapro exam).

NATURE OF WORK

The incumbent in this position is responsible for performing instructional and clerical work necessary to assist the teachers at Pemayetv Emahakv Charter School in planning, preparing, and delivering classroom instruction. The Instructional Aide assists teachers in the supervision of students, offering strategic attention to students who need additional support, assists in grading student work, assists in taking attendance, assists in organizing classroom materials and supplies. This position reports to the Principal.

ILLUSTRATIVE TASKS

The listed duties are only illustrative and are not intended to describe every function that may be performed by this position. The omission of specific statements does not preclude management from assigning duties not listed, if such duties are a logical assignment to the position.

- Provide student supervision before, during, and after school while they are loading, riding, and unloading buses, on the playground, in the cafeteria, in a learning or practice situation, following appropriate training, as assigned.
- Assists students in special education and general education classes.
- Assists in preparation of materials for class, classroom activities, assignments, location of supplementary materials from school library and other resources areas.
- Assist in maintaining the security of records, materials, and equipment.
- Assist the teacher in the enforcement of classroom rules and the maintenance of appropriate records.
- Maintain a clean and orderly environment for students.
- Use time efficiently.
- Assist in assessing student progress as directed, including proctoring the administration of tests, marking papers, and maintaining confidential records.

Employee's Initials

- Assist in evaluating program effectiveness; seek and suggest ways of continuous improvement.
- Check objective tests and mark errors but not assign a grade.
- Escort or transport students to and from classrooms, clinic, and cafeteria as required.
- Assist, as assigned, in the collection of assessment data from a variety of sources and in compiling and organizing data for review by the teacher.
- Assist the teacher in completing requirements for grade reporting, scheduling conferences, and recording results.
- Provide instructional assistance as planned or coordinated by the teacher or administrator.
- Lead small group activity, following appropriate training, planned by the teacher in an atmosphere where students are actively engaged in meaningful learning experiences.
- Use classroom management techniques conducive to an effective classroom environment.
- Perform assigned clerical and bookkeeping duties.
- Assist students with personal hygiene, health and safety issues, or grooming if required.
- Work closely with teacher(s) or other professionals to create a quality instructional environment.
- Meet and deal effectively with staff members, students, parents, administrators, and other contact persons using tact and good judgment..
- Exhibit interpersonal skills to work as an effective team member.
- Maintain expertise in assigned area to fulfill position goals and objectives.
- Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- Demonstrate initiative in the performance of assigned responsibilities.
- Follow attendance, punctuality and other qualities of an appropriate work ethic.
- Ensure adherence to good safety standards.
- Model and maintain high ethical standards.
- Keep supervisor informed of potential problems or unusual events.
- Use effective, positive interpersonal communication skills.
- Respond to inquiries and concerns in a timely manner.
- Serve on school committees as required or appropriate.
- Follow federal and state laws as well as School Board policies, rules and regulations.
- Demonstrate support for the school and its goals and priorities.
- Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- Demonstrate initiative in identifying potential problems or opportunities for improvement.
- Maintain confidentiality regarding student information and school/workplace matters.

KNOWLEDGE, ABILITIES, AND SKILLS

- Demonstrate commitment to the teaching profession and its code of ethics.
- Knowledge of the techniques and procedures used in working with targeted student population.
- Ability to relate and communicate effectively with students, teachers, and parents. Ability to plan and/or implement instructional activities.
- Ability to operate or learn to operate a variety of technology and equipment.
- Ability to perform clerical responsibilities.
- Ability to cooperate and work as a member of a team.

EVALUATION:

Employee's Initials

Performance of this job will be evaluated in accordance with provisions of the school's policy on evaluation of paraprofessional personnel.

I acknowledge that I have received the job description associated with my responsibilities and I understand the expectations of my position. I understand that should my performance not meet the expectations established by the school. I will receive written notice during a conference with appropriate administrative staff and will be given the opportunity to improve unless the infraction is of a serious nature which may include, but not be limited to, violation of Florida's Professional Ethics, insubordination, etc. I also understand that I am required to perform such other tasks and assume such other responsibilities as the principal/director may from time to time assign.

Signature of Employee: _____ Date: ____/____/____

Signature of Principal: _____ Date: ____/____/____

Employee's Initials