

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: INSTRUCTIONAL AIDE
DEPARTMENT: PDE Career & Technical Education Programs
REPORTS TO: Supervisor of Instructional Support Services and Curriculum Coordinator
REVISION DATE: 02/2024

REQUIREMENTS: Para-educator certification required within 2 years, high school diploma required, must have or be willing to get Act 34/114/151 Clearances.

TALENTS: This position requires the employee to possess an internal self-imposed drive to achieve, a desire to serve others, and an ability to set daily goals and use them to guide actions. In addition, the employee must be personally accountable for their work, be a team player and have an ability to capitalize on relationships built to accomplish goals.

Job Statement: Instructional Aides (IA's) work with disadvantaged students, individually and in small groups. They will function within the parameters established and coordinated by the Supervisor of Instructional Support Services and Curriculum Coordinator. IA's will work independently to motivate and encourage students to accomplish tasks as assigned by the teacher. Aides will also need to understand the challenges faced by special needs students. IA's will assist students in their relationships and responsibilities to the teacher, with special education staff, parents, and the principal.

PERFORMANCE RESPONSIBILITIES:

1. Reinforce and review classroom instruction (theory)
2. Assist in "hands-on" lab-based instruction when appropriate, including field-based learning experiences.
3. Test preparation and administration
4. Assist the students in understanding concepts and related terminology.
5. Assist the students in study skills, math skills, and problem solving.
6. Aid in literacy activities and related materials as needed.
7. Accurately monitor, record, and retain periodic progress reports on each student.
8. Coordinate with instructors to provide student assistance services.
9. Prepare study materials as needed.
10. Assist in monitoring, motivating, and training students, including field-based learning experiences.
11. Use the following materials as deemed appropriate for each student, including but not limited to:
 - a. Computer Assisted Instruction
 - b. Technology related literature and materials
 - c. Audio-Visual Aides
 - d. Measuring Instruments
12. Support school-wide testing protocols (i.e., NOCTI-NIMS)
13. Other duties as assigned as per Perkins guidelines.

This enumeration of duties and responsibilities is not all-inclusive and does not preclude the assignment of other duties by the Principal or Supervisor of Instructional Support, should the need arise.

BARGAINING UNIT CLASSIFICATION: SAA--2 – Classified Contract

TERMS OF EMPLOYMENT: Max 29 hours per week – 100% Perkins Funded

I have reviewed the above job qualifications and understand the requirements of the position _____.
(Initials)

Employee

Date

Supervisor

Date

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