



## JOB DESCRIPTION

**Position Title:** Instructor's Aide

**Reports to:** Classroom Instructor; Assistant Principal (Academics)

**Position Summary:** The instructional aide's job is to assist in teaching a diverse population of children in an atmosphere of kindness that encourages active inquiry, fosters individual growth and promotes respect for self, others and the world in which they live thereby facilitating all students to learn the basic and essential skills at each grade level

### **Essential Duties and Responsibilities:**

#### Instructional Process

- Collaborates with the teacher in planning and implementing a program of instruction that adheres to the school's philosophy, goals and objectives as outlined in the adopted charter
- Collaborates with the teacher in making purposeful and appropriate lesson plans that provide for effective teaching strategies and maximize time on task
- Collaborates with the teacher in planning and implementing a program of study designed to meet individual needs of students
- Collaborates with the teacher in creating a classroom environment conducive to learning by employing a variety of appropriate teaching strategies
- Collaborates with the teacher in encouraging student enthusiasm for the learning process and the development of good study habits
- Collaborates with the teacher in providing progress through authentic observations.
- Uses effective oral and written expression
- Collaborates with the teacher in recognizing learning problems and makes referrals as appropriate alongside the teacher

#### Curriculum Development

- Keeps current in subject matter knowledge and learning theory and is willing to share this knowledge for continual improvement of the school's curriculum
- Assists on the ongoing curriculum revision process, including inquiry based multi-age education

#### Classroom Management

- Works with the teacher in developing, in accordance with school guidelines, reasonable rules of classroom behavior and appropriate techniques that are consistently applied
- Works with the teacher in taking necessary and reasonable precautions to protect students, equipment, materials and facilities
- Shares responsibility during the school day for the supervision of students in all areas of the school



- Works with the teacher in providing for the supervision of assigned students when circumstances require a brief absence from the assignment
- Serve as a substitute in instruction when the lead teacher is absent.
- Take daily attendance and enter into RenWeb

#### Public Relations

- Upholds and enforces board policy, administrative procedures, and school rules and regulations, and is supportive of them to the public
- Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time
- Strives to communicate the positive aspects of our school program to the public in word and deed
- Works cooperatively with parents to strengthen the educational program for their children
- Establishes and maintains cooperative relationships with other staff members

#### Professional Growth

- Continues professional growth through attendance at workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
- Cooperates with the administration in planning appropriate in-service training programs at the school
- Attends staff and committee meetings as required. To attend and participate in school programs when needed including graduation ceremonies, PTC days, In-service days, or other events/programs by the school
- To attend to other student, classroom and/or school needs when asked to do so by the classroom teacher or administration such as after-school dismissal and morning pick-up

#### Student Evaluation

- Works with the teacher in evaluating accomplishments of students on a regular basis using multiple assessment methods such as kid-watching notes, as teacher and student made rubrics, samples of students' work, mastery skills check lists, criterion-referenced tests and norm-referenced tests
- Works with the teacher in making appropriate adjustments in the instructional program and as required
- Keeps the confidentiality of records and information regarding students, parents, teachers, and other school personnel

#### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.



**ISLAMIC FOUNDATION SCHOOL**

SCHOLARSHIP • CHARACTER • SERVICE

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### **Qualifications**

- Teaching license -preferred
- A bachelor's degree
- 1-2 Experience in Instructor's Aide Work
- Excellent written and oral English communication skills