



## **JOB DESCRIPTION**

**Position Title:** Instructor's Aide

**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 to modify lesson plans based on student needs for differentiated instruction.
- 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.

### **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.
- Serves as a substitute in instruction when any lead teacher is absent.
- Takes daily attendance and enters 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 and teacher 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.
- 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 which can be held during after school hours or on the weekend.
- Attends to other student, classroom and/or school needs when asked to do so by the classroom teacher or administration such as duties including but not limited to 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 student made notes, 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.

### **eLearning Support**

- Works with the teacher during live sessions to take attendance, control student behavior, and monitor chat rooms
- Helps the teacher during live sessions to use technology and play interactive videos
- Able to instruct a lesson online if teacher is not able to or if teacher is having technical difficulties
- Works with teacher to identify students who may need extra support
- Communicates with teacher regularly to keep up with online instruction
- Able to support students by doing live sessions with smaller groups
- Submits updates to teacher and/or administration regarding student progress

### **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.

### **Qualifications**



## ISLAMIC FOUNDATION SCHOOL

SCHOLARSHIP • CHARACTER • SERVICE

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- A bachelor's degree
- 1-2 years of experience in instructor's aide work
- Excellent written and oral English communication skills