



JOB DESCRIPTION

TITLE: INSTRUCTIONAL AIDE
REPORTS TO: SITE ADMINISTRATOR
FLSA STATUS: NON-EXEMPT

ABOUT THE POSITION: The 6th Grade Instructional Aide works under the direction of an assigned teacher(s) and Site Administrator (i.e. Middle School Principal). The primary responsibility is to support the 6th Grade classroom teacher(s) by supervising students, preparing daily work, and reinforcing instructional teaching. The Instructional Aide is committed to their work as a God-given ministry, with the motivation to please God and bring honor to Him.

MINIMUM QUALIFICATIONS:

All Employees:

- Must be a born again Christian dedicated to the purpose, goals, and mission of FCS.
- Are required to be in weekly attendance at a Bible-teaching church of his/her choice. FCS, as a ministry of Friends Church Yorba Linda, expects its employees to refrain from promoting their own church or denomination.
- Are expected to have a knowledge and understanding of the philosophy and objectives of FCS and be in agreement with the Statement of Faith adopted by the School Board.

Instructional Aide:

- Must be a high school graduate or equivalent; some college level coursework preferred.
- Must have one to three years of experience working with children.
- Must be well organized with excellent communication skills.

RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Supervise students in the classroom and during transitions throughout their scheduled day such as pullout classes, lunch, playground, chapel, and field trips.
- Assist with classroom preparation, grading, paperwork, and general organization as directed by the teacher.
- Assist students with instructional teaching in small groups or one on one as directed by the teacher.
- Oversee the transition of students to and from the lunch and playground areas.
- Supervise students during lunch and on the playground.
- Facilitate trash collection.
- Monitor bathrooms as needed.

- Attend staff meetings and devotions as scheduled.
- Clock in and out of work duties on daily basis through ADP.
- Perform other duties as assigned.

ABILITY TO:

- Take direction from those in authority.
- Provide classroom management
- Provide safe and loving supervision of students in an elementary or middle school setting.
- Communicate professionally and effectively in verbal and written form.
- Treat confidential information with discretion and judgment.
- Multi-task and be flexible in a dynamic classroom or playground environment.
- Develop positive and effective working relationships with other staff members.
- Adhere to FCS policies and procedures.

ENVIRONMENT/PHYSICAL REQUIREMENTS

This position is in an office/school setting; must be able to sit, walk, stand for extended periods of time, carry, lift (up to 20 pounds), reach, stoop, utilize a keyboard, read, write, and climb stairs.

SPECIAL REQUIREMENTS:

- Must be a U.S. Citizen or have the legal right to work in the United States.
- Must successfully complete a Livescan and TB test/risk assessment.
- Must maintain federal, state and local certification requirements as necessary.