



JOB DESCRIPTION

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

ABOUT THE POSITION: The Instructional Aide works under the direction of an assigned K-8 teacher and Site Administrator (i.e. Elementary School Principal or Middle School Principal). The primary responsibility is to support the K-8 classroom teacher 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.
- 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.