



## JOB DESCRIPTION

**TITLE:** SUCCESS INSTRUCTIONAL AIDE  
**REPORTS TO:** SITE ADMINISTRATOR AND SUCCESS PROGRAM DIRECTOR  
**FLSA STATUS:** NON-EXEMPT

**ABOUT THE POSITION:** We are seeking a compassionate, patient, and dedicated Instructional Assistant to support students in our elementary Student Success Program. The Success Instructional Aide works under the direction of the Site Administrator (Elementary School Principal), Success Program Director, and Success Teacher. The instructional assistant will work closely with an Education Specialist, classroom teachers, and support staff to assist students with diverse learning needs, helping them access the curriculum, develop independence, and achieve their educational goals within a faith-based environment. 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.
- Coursework in education, child development, special education, or a related field is preferred.
- Experience supporting students with mild/moderate learning disabilities, ADHD, autism spectrum disorders, or other mild/moderate educational needs is preferred.
- Knowledge of instructional strategies, behavior supports, and accommodations for diverse learners is preferred.

### RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Provide academic support to students with mild to moderate learning differences.

- Assist in implementing individualized accommodation plans under the direction of teachers and support staff.
- Support students in small-group and one-on-one instructional settings.
- Reinforce classroom lessons, learning strategies, and positive behavior expectations.
- Monitor student progress and communicate observations to teachers and support staff.
- Assist with classroom organization, instructional materials, and learning activities.
- Foster a positive, inclusive, and nurturing learning environment.
- Encourage students' social development, self-advocacy, and independence.
- Support students in their mainstream classes, elective classes, during transitions, recess, lunch, field trips, and other school activities as needed.
- Maintain confidentiality regarding student information and records.
- Model Christian values and integrate biblical principles into daily interactions with students.
- Assist with classroom preparation, grading, paperwork, and general organization 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:**

- Ability to work collaboratively as part of a team.
- Demonstrate patience, flexibility, and a heart for serving children with diverse learning needs.
- Take direction from those in authority.
- Provide classroom management and positive behavior support.
- Provide safe and loving supervision of students in an elementary 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.