**Instructional Aide**

**Reports to**: Lead Teacher in Assigned Room / Director of Special Education

**Qualifications**: Ability to work with high school students with special needs and learning disability.

**Responsibilities**:

* Work in classrooms to assist teachers/students,
	+ Record observations as requested by the Director of Special Education / lead teachers
	+ Assist with or take notes as needed.
	+ One-to one instruction
	+ Leading small group activities
	+ Observing and correcting student misbehavior
	+ Giving verbal exams
	+ Other (as determined by supervising teacher)
* Reteach concepts and assist students in understanding instruction
* Assist with student organization (planner, homework, binders, lockers, etc.)
* Redirect students / assist with behavior modifications
* Follow up with students in the resource room
* Support classroom teachers with tasks, projects, testing, labs, etc.
* Provide written information to assist the teacher: prompts given, initials of aide, observations of content understanding, etc., at the top of assignments/tests
* Create and implement instructional aids – notecards, manipulatives, Quizlet, etc.
* Help ensure that student accommodations are followed
* Report any issues/concerns to assigned special education teacher or the Director of Special Ed.
* Read tests to students as needed
* Assist with teaching skills for independence
* Assist with homework as appropriate
* Scribe for students as assigned
* Assist with paperwork (typing forms, schedules, sign in sheets etc.), as requested
* Monitor supplies available for students to use in the resource room
* Update the whiteboard testing schedule
* Organize class notes
* Manage passes in and out of the room
* Make sure copies of textbooks are in the resource room
* Assist teachers by going to them for notes and assignments, if needed
* Put tests and work in teacher mailboxes
* Assist with cleaning the room and boards
* Other duties as assigned by the Lead Teacher/Special Education Coordinator and administration
* Comply with school and diocesan policies, rules and regulations
* Promote growth in academics, the faith, service to others, and an active life for each student

**START DATE:** Hire for the 2022-2023 school year

**MORE INFORMATION:** Lauren Slater, Director of Special Education

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**TO APPLY GO TO:** <https://theapplicantmanager.com/careers?co=df>