

New Albany-Floyd County Consolidated School District

Prime Time Aide - Temporary (183)

JOB POSTING

Job Details

Posting ID

183

Title

Prime Time Aide - Temporary

Description

TITLE: Prime Time Aide
CLASSIFICATION: Instructional Support Staff
PAY GRADE 3: \$11.06-12.16 *(based on education and experience)*
LENGTH: Various hours daily / 170 days yearly
REPORTS TO: Building Principal

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or general education degree (GED) and six months related experience and/or training; or equivalent combination of education and experience.
- **Computer Skills:** Ability to effectively utilize internet searches; use common internet systems; email.

RESPONSIBILITIES:

- Assists, instructs, or tutors students, individually or in small groups, with lesson assignments to reinforce learning concepts according to assigned teacher's specifications.
- Assists students with instructional materials assigned by the teacher to promote on-going skill development.
- Assists students with understanding reading, writing, library, computer-lab and math lessons.
- Assists the teacher during large group instruction as requested.
- Helps student with independent study, enrichment work and remedial work as set up and assigned by the teacher.
- Keeps students focused on tasks and reports any problems or concerns to the teacher of record.
- Alerts the teacher of any problems or special information about an individual student.
- Assesses students and maintains assessment records as directed by assigned teacher.
- Establishes and maintains effective relationships with teachers, staff and students.
- Discusses assigned teaching area with classroom teacher to coordinate instructional efforts.
- Works with and assists teachers in utilizing academic materials to meet individual student needs.
- Learns how to operate and care for equipment used in the classroom for instructional purposes.
- Assists in the collection and organization of instructional materials.
- Performs a variety of classroom support services under the supervision of an assigned teacher.
- Participate in in-service training programs as assigned/offered.
- Performs other related duties as assigned by the Principal and/or other designee.

- The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the corporation.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

<i>Shift Type</i>	Part-Time	<i>Salary Range</i>	
<i>Salary Code</i>	Per Hour	<i>Job Category</i>	Classified
<i>External Job Application</i>	Classified	<i>Internal Job Application</i>	Internal
<i>Location</i>	Greenville Elementary	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>	ParaPro College Credit		

Job Application Timeframes

<i>Internal Start Date</i>	02/22/2021	<i>General Start Date</i>	02/22/2021
<i>Internal End Date</i>		<i>General End Date</i>	

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

References

<i>Automatically Send Reference Check</i>	Yes	<i>Reference Check Form</i>	Classified Survey
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