

New Albany-Floyd County Consolidated School District

Prime Time Aide - 2 positions (346)

JOB POSTING

Job Details

Title

Prime Time Aide - 2 positions

Posting ID

346

Description

TITLE: Prime Time Aide
CLASSIFICATION: Instructional Support Staff
PAY GRADE 3: \$11.06-12.16 *(based on education and experience)*
LENGTH: 5 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:** Associates Degree, (48) college credit hours or successful completion of ParaPro Assessment Test
- **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.

Shift Type **Part-Time**
Salary Range **Per Hour**
Location **Slate Run Elementary**

Applications Accepted

Start Date **05/18/2021**