

# New Albany-Floyd County Consolidated School District

## Prime Time Aide - 5 Positions (409)

### JOB POSTING

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#### Job Details

Posting ID

**409**

Title

**Prime Time Aide - 5 Positions**

Description

**TITLE:** Prime Time Aide  
**CLASSIFICATION:** Instructional Support Staff  
**PAY GRADE 3:** \$13.00 to \$13.10 hourly *(based on education and experience)*  
**LENGTH:** Various hours daily / 180 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.

- **Education and/or Experience:** Associate's degree or, two (2) years college credit or, completion of 1,000 hours in the past year as a paraprofessional 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.

**SUPERVISORY RESPONSIBILITIES:** This job has no supervisory responsibilities.

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

**Job Application Timeframes**

<i>Internal Start Date</i>	<b>07/01/2021</b>	<i>General Start Date</i>	<b>07/01/2021</b>
<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>
<b>Default</b>	<b>1</b>		
<b>Default</b>	<b>1</b>		
<b>Default</b>	<b>1</b>		
<b>Default</b>	<b>1</b>		

**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>	<b>Yes</b>	<i>Reference Check Form</i>	<b>Classified Survey</b>
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