

New Albany-Floyd County Consolidated School District Non-Public School Aide (Holy Family) (462)

JOB POSTING

Job Details

<i>Title</i>	Non-Public School Aide (Holy Family)
<i>Posting ID</i>	462
<i>Description</i>	Classification: Instructional Support Level 1
	Pay Grade: 3
	Pay Range: \$13.00-\$13.10
	Location: Christian Academy
	Reports to: Principal

Summary: Assist teaching staff by aiding students with academic learning, self help and personal hygiene tasks by performing the following duties.

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:

- Assist students, individually or in small groups, with lesson assignments to reinforce learning concepts.
- Establish and maintain effective relationships with teachers, staff and students.
- Discuss assigned teaching area with classroom teacher to coordinate instructional efforts.
- Keep students focused on tasks and reports any problems or concerns to the teacher of record.
- Work with assistant teachers in utilizing academic materials to meet individual student needs.
- Monitor students to/from non-academic activities or out-of classroom instruction (lunch, P.E. art)
- Assist students with and/or perform personal hygiene tasks (dressing, feeding, toilet, diapers)
- Assist in the collection and organization of instructional materials.
- The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.
- Other related duties as assigned.

Supervisory Responsibilities: This job has no supervisory responsibilities.

<i>Shift Type</i>	Part-Time
<i>Salary Range</i>	Per Hour
<i>Location</i>	District Elementary School

Applications Accepted

<i>Start Date</i>	08/18/2021
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