



Job Description: Learning Center Aide

ROLE: Learning Center Aide

PURPOSE: The Instructional Aide assists in the operation of instructional or supportive services in the school system. To accomplish these tasks, the Instructional Aide works closely with the staff and administration of the Charter School.

REPORTS TO: Principal & Teachers

ASSIGNMENT: Student Learning Centers

QUALIFICATIONS:

- High school diploma or equivalent.
- Must have one of the following:
 - Completion of 2 years postsecondary study
 - hold an Associate's degree or higher
 - or be able to pass the school's assessment test of reading, writing, math and instruction.
- Maintain a valid Oregon Driver's License and personal transportation.

ESSENTIAL FUNCTIONS:

- Assist licensed staff.
- Maintain satisfactory attendance and punctuality.
- Ability to work cooperatively with staff, students and the public.
- React to change productively and handle other tasks as assigned.
- Appropriately operate all equipment as required.
- Strong work ethic.
- Good communication, organization and computer skills.
- Support a positive learning environment and respond to the individual needs of students.
- Support the philosophy and mission of the Charter School.
- Maintains ethical standards of the Charter School and the State.

PHYSICAL REQUIREMENTS:

- May require prolonged sitting or standing, stooping, bending, reaching and kneeling.
- Must work indoors and outdoors year-round.
- Must work in noisy and crowded environments.

GENERAL RESPONSIBILITIES: This position, with varying degrees of supervision, performs a variety of tasks. Some assignments may include assisting in instruction of students, as well as other specific duties. The duties may change regularly depending upon the individual needs of each location. This position also provides essential assistance to the everyday operations of the Charter School. An employee in this position is expected to exhibit a genuine liking and understanding of children and have the ability to use their own initiative in responding to the needs of the assignment. Specific duties will be identified individually based on the characterizes of the work needed at each location and may include the following:

- Prepare instructional materials and supplies.
- Assist in the supervision of students in class, lunchroom, playground and other areas as directed.
- Tutor students as directed.
- Perform specific instructional or related tasks as directed.
- Attend staff meetings as requested.
- Assist with grading papers.
- Maintain necessary records.
- Respect confidential information.
- See that School policies are observed at all times.
- Keep abreast of new information, innovative ideas and techniques.
- Demonstrates positive work habits, timelines and dress and conducts one's self in a professional manner.
- Works with, keeps and respects confidential information.
- Composes, types and copies correspondence, reports, bulletins, records and other materials.
- Achieves and maintains proficient levels of performance, as described in the Charter School evaluation policies and procedures and as communicated by the administration.
- Develops and maintains positive, appropriate professional relationships with students and reorganizes necessary boundaries in interacting with students.
- Models personal behaviors of honesty, fairness, courtesy, consideration and good citizenship.
- Establishes and maintains harmonious relationships with students, fellow employees and the general public by reflecting positively on the profession.
- Uses computer technology for specific program tasks and for use with students as needed for instruction or communication.
- Responds in a cooperative and positive manner to supervision and direction.
- Achieves professional growth as directed by the School through consultation with School support staff, attendance at building and School in-service meetings and approved workshops and classes.
- Maintains all licenses and requirements needed to maintain your professional standing and the requirements to complete all assigned reports.
- Other duties as assigned by the site administrator.

RATE OF PAY: According to the Charter Board Compensation Policy

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.

Employee Signature: _____

Date _____

Charter Board Adoption: October 30, 2015