



## Phoenix Christian PREPARATORY SCHOOL

### **Instructional Support One on One Aide Job Description**

The Instructional Support collaborates with classroom teachers and works one-on-one with a student to help students be successful learners. The qualified individual must be an evangelical Christian committed to living a Biblical lifestyle. He/she is expected to demonstrate patience, humility, integrity, and kindness while performing his or her day-to-day duties. He/she must be devoted to prayerfully work with administration, faculty, students and parents to develop and maintain a school that is thoroughly Christian and academically superb. The Aide reports to the S.E.E. Director (Strategically Enhancing Education).

#### **Personal Qualifications**

1. Be deeply committed to a consistent daily walk with Jesus Christ.
2. Spend time daily in personal devotions and prayer.
3. Show in his/her life the joy of the Christian life.
4. Follow the Matthew 18 Principle in dealing with students, faculty, parents and administration.
5. Motivate students to accept God's gift of salvation and to grow in their faith.
6. Possess the ability to work gracefully with parents, students, and other school staff to develop a unified and successful educational program.
7. Demonstrate the ability to accept and carry out responsibilities and make competent, professional decisions.
8. Be willing to eagerly participate in professional development.
9. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task
10. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
11. Possess a teachable attitude and desire to work collaboratively.
12. Respectfully submit and be loyal to constituted authority. Shall notify the administration of any policy he/she is unable to support.

## **Qualifications**

1. 60 units from an accredited college or university preferred.
2. Experience working as an aide preferred

## **Essential Duties and Responsibilities**

1. Act as a one-on-one instructional aide for a student receiving special education services in mainstream classrooms.
2. Work closely with classroom teacher to support the academic needs of the student.
3. Work one on one with student providing academic support both in and out of the classroom setting.
4. Be able to use a wide variety of academic strategies to support the student in the classroom
5. Lead student one-on-one in activities to enhance their academic and interpersonal skills.
6. Assist in monitoring student's academic and personal growth by carrying out assessments and completing reports to teachers and families.
7. Collaborate with a team to ensure student gets the support they need to find academic and personal success at school.
8. Perform a variety of classroom associated clerical work, such as typing, sorting, filing, keeping accurate records, setting up and maintaining file folders, recording attendance, and completing forms and applications.
9. Prepare various teaching aids and materials such as charts, graphs, and other related items using such methods as typing, duplicating, collating, stapling and laminating.
10. Keep accurate records.
11. Participate in any meetings necessary (before, during, or after school) to support the student's success.
12. Demonstrate a willingness to work collaboratively as an educational team member.
13. Abide by all state and federal mandates in reporting sexual or physical abuse and neglect.
14. Execute special projects and duties outside of primary teaching responsibility as assigned.

## **Hours**

Monday - Friday: 8:00 am – 3:00 pm