

**RAMAPO INDIAN REGIONAL HIGH SCHOOL DISTRICT
BOARD OF EDUCATION
Oakland, New Jersey 07436**

JOB DESCRIPTION

Title: Instructional Aide

Organizational Relationships: Evaluated by Supervisor(s), Principal, Assistant Principal(s), and other appropriately certificated administrators/supervisors as designated by the Superintendent. The building supervisor shall be the primary evaluator.

Primary Function: Under the direction of a certified staff member, the Instructional Aide takes on the responsibility of delivering instructional and personal assistance to designated students, aligning with the objectives and standards outlined in their individual educational plans. This position entails a range of duties such as preparing educational resources, supporting the use of electronic learning tools, and maintaining transparent communication with colleagues, students, and case managers, all in line with district, school, and program objectives.

Major Responsibilities:

1. General Responsibilities:
 - a. Undertake additional duties within the scope of employment as assigned by administrators/supervisors under the authority of the Board of Education.
 - b. Adjust responsibilities as required to align with the individual goals, objectives, and programs of specific students.
 - c. Supports the growth and development of students, which may encompass a range of needs such as learning difficulties, visual, auditory, and perceptual limitations, specific physical requirements, as well as emotional or behavioral challenges, among others.
 - d. Maintains punctual attendance, consistently demonstrating a positive attitude towards the position, while exhibiting a clear understanding of both basic and specific job responsibilities. Follows instructions accurately, completes assigned tasks with precision and timeliness, and takes initiative while readily accepting responsibility.

2. Instructional duties under the direction of a certified staff member:
 - a. Provide direct instructional assistance to assigned individual students.
 - b. Prepare and duplicate all necessary educational materials required for effective instructional services as directed by the certified teacher.
 - c. Assist assigned students in the use of electronic learning devices essential for their instruction.
 - d. Demonstrate proficiency in accessing Schoology, Genesis, Google Classroom, etc.
 - e. Possess strong organizational skills in order to take class notes, track student missing assignments, review missing work with students, assist students with submitting work through appropriate platforms, etc.
 - f. Review assigned students' IEPs with case manager
3. Direct Support for Students:
 - a. Support students with personal needs and activities integral to their daily school program, including providing assistance at job placement locations if applicable.
 - b. Demonstrates flexibility in transferring to varying assignments and responsibilities as dictated by the needs of the students and/or department.
 - c. Redirect student's focus towards instruction or assigned tasks.
 - d. Gather information for Behavior Intervention Plans (BIP) and apply the specified interventions and strategies as delineated in the BIP.
 - e. Exercise caution to ensure the safety of students, equipment, materials, and facilities.
4. Communication:
 - a. Establish and maintain open lines of communication with colleagues, students, and case managers.
 - b. Embrace constructive supervision with a positive attitude and employ reflective practices to enhance performance and growth.
5. Physical Requirements:
 - a. This position may require the ability to lift and carry materials or assist students with physical needs.
6. This job description outlines the general nature and key responsibilities of the role and is not an exhaustive list of all duties. Instructional Aide may be required to perform other duties as assigned. This description is subject to modification as the needs of the school district and individual students evolve.

Qualifications:

- Such additions to the above qualifications as the Board may find appropriate and acceptable.
- Relevant experience working with students in special education programs or similar settings.
- Strong organizational and communication skills.
- Ability to adapt to changing responsibilities and work collaboratively with educators and other staff members.

Term of Employment: Ten-month year, in accordance with contractual arrangements as the Board of Education may find appropriate and acceptable.

Evaluation: According to State Statutes, *N.J.A.C. Title 6*, Board Policy and Procedures.

References: Article VIII, section IV, paragraph 1, New Jersey Constitution, *N.J.S.A. 18A 11-1 27-4*, *N.J.A.C. 6:3-1.21*.

Approved: February 23, 2009

Revised: December 18, 2023