



<b>Job Title:</b>	Academic Support Aide – Title I Funded 100% Title I	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Principal and Teacher(s) Assigned	<b>Pay Grade:</b>	Pay Grade 1
<b>Dept. /School:</b>	Campus Assigned	<b>Date Revised:</b>	10/06/2011

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**Primary Purpose:**

Assist teacher in preparation and management of classroom activities and administrative requirements on a Title I Schoolwide campus. Work under supervision of certified teacher.

**Qualifications:**

**Education/Certification:**

Two years of study at an institution of higher education [defined as completion of 48 semester hours (or equivalent trimester hours) of college coursework or an applicable number of semester hours as defined by the institution of higher education attended, whichever is less]; *or*

An associate's degree or higher; *or*

Meet a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment –

Knowledge of, and the ability to assist in instructing, reading, writing and mathematics

**Special Knowledge/Skills:**

Ability to work well with children Ability to communicate effectively

Knowledge of Title I grant requirements

Ability to use technology in the Title I instructional program

**Experience:**

Some experience working with children

**Major Responsibilities and Duties:**

**Instructional Support:**

1. Assist teacher in preparing instructional materials and classroom displays using research- based programs/strategies in math, reading, writing, science, or social studies.
2. Assist with administration and scoring of objective testing instruments or work assignments.
3. Help maintain neat and orderly classroom.
4. Help with inventory, care, and maintenance of equipment.
5. Help teacher keep administrative records and prepare required reports.
6. Provide orientation and assistance to substitute teachers.

**Student Management:**

7. Conduct instructional exercises assigned by the teacher; work with individual students or small groups.
8. Help supervise students throughout school day, inside and outside classroom.
9. Keep teacher informed of special needs or problems of individual students.

**Other:**

10. Participate in staff development training programs to improve job performance.
11. Participate in faculty meeting and special events as assigned.
12. Compile, maintain, and file all reports, records, and other documents required.
13. Maintain signed Semi-annual certification and annual job description as approved in the consolidated application for federal funding.
14. Assist with parental involvement activities and parent communication as deemed appropriate by the supervisor.
15. Abide by the policies put forth in the *MISD Employee Handbook*.
16. Other duties as assigned.

**Supervisory Responsibilities:**

None

**Equipment Used:**

**Copier, Personal computer, typewriter, and audiovisual equipment.**

**Working Conditions:****Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*