

MONMOUTH REGIONAL HIGH SCHOOL

TITLE **INSTRUCTIONAL AIDE**

Reports to: Principal or designee and assigned teacher

Nature and Scope of the Job:

The Instructional Aide provides assistance to the teacher in any and all tasks regarded as necessary in the conduct of a class both in and outside of the classroom and school building.

Qualifications:

The Instructional Aide shall:

1. Have a minimum of sixty (60) undergraduate college credits.
2. Hold a valid driver's license.
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Exhibit a personality that demonstrates excellent interpersonal skills to relate well with students, staff, administration, parents, and the community.
6. Have excellent organizational skills.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Employment Terms:

The General Instructional Aide shall be employed under the following terms:

1. Work year of ten months.
2. Salary, benefits, leave time, and conditions specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

Job Functions and Responsibilities:

Under the direct supervision of the Director of Special Services.

1. Assist the teacher with all non-instructional tasks as assigned by the teacher.
2. Assist the teacher in preparation of materials for class and student use.
3. Assist the teacher in clerical work.
4. Operate and care for equipment.

