

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Substitute Instructional
Assistant/Health Aid

Reports to: Principal

Job Class Code: 7320 or 7273

Work Schedule: per salary table

Pay Scale: per salary schedule

Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Implement all rules and regulations, policies and administrative guidelines as adopted by the Board of Education and/or the school SBDM Council.
- Tutor individuals or small groups of students, reinforcing and implementing instruction as directed by the teacher; maintain records of student progress.
- Participate as member of an instructional team including remediation teams.
- Prepare and organize lessons as directed by the teacher; administer and score a variety of tests according to established guidelines; assist in determining English proficiency of identified students.
- Assist in administering diagnostic and other tests; score and record test information.
- Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior; check and assist students with lab work as necessary.
- Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records.
- Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.
- Assist in overseeing students while in labs; provide for supplies inventory as necessary.
- Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
- Confer, as needed, with teachers concerning programs and materials to meet student needs.
- Contact parents of students who are absent; make home visits as necessary.
- Assure the health and safety of students by following health and safety practices and regulations.
- Direct group activities of students as assigned; assist in monitoring lunchroom and playground activities as assigned; assist in emergency drills, assemblies, play periods and field trips.
- Participate in meetings and in-service training programs as assigned.
- Perform related duties as assigned.
- Remain at school during the entire school day unless excused by the principal or the designated representative.
- Maintain a professional appearance as an example for students.
- Incorporate the use of technology in daily tasks.
- Maintain regular attendance.
- Adhere to the Professional Code of Ethics

MINIMUM QUALIFICATIONS

Education: GED or High School Diploma

Certification/Licensure: N/A

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.