

**GREAT MEADOWS REGIONAL
BOARD OF EDUCATION**

JOB DESCRIPTION

TITLE: SUBSTITUTE INSTRUCTIONAL AIDE

QUALIFICATIONS: - Ability to facilitate students under the direction of the classroom teacher and assist the teacher with small group instruction and activities.

High school diploma or GED equivalency with proven experience in working with children and staff.

Required criminal history background check

New Jersey residency required

REPORTS TO: Principal

PERFORMANCE RESPONSIBILITIES:

1. Assists in the implementation of basic skills, remedial skills, and supplemental instructional programs of students under the direction of the classroom teacher.
2. Supports the classroom teacher in daily classroom management routines and activities.
3. Provides a safe, healthy, and supportive learning environment for students at all times.
4. Assists other special subject teachers with classroom activities and materials for the students.
5. Facilitates the students with distribution, and collection of instructional tools, equipment, and printed materials.
6. Organizes student performance data, charts, and classroom related reports and files under close direction of the teacher.
7. Assists students in their normal daily procedures and routines in the classrooms, hallways, and service areas.
8. Performs additional duties and responsibilities as may be assigned by the Principal.

TERMS OF EMPLOYMENT: Ten month continued employment

EVALUATION: Performance of this job will be evaluated in accordance with state law and the provisions of Board policy and completed by Principal.

Revised: Dec. 17,2019

Employee Signature