FTCHS Instructional Aide

Under direct supervision, provides routine on-call assistance to one or more qualified instructors in the day-to-day performance of classroom and associated activities.

Duties and Responsibilities

1. Under detailed instruction from the instructor, assists in facilitating classroom activities carried out by students.
2. Communicates with, assists, and answers questions from students as required on routine day-to-day classroom issues.
3. Assists with the supervision of students during non-instructional times, such as emergency drills, assemblies, cafeteria, restrooms, hallways, arrival and dismissal activities.
4. Observe and control behavior of students in the classroom according to approved procedures, monitor students during outdoor activities as directed, become familiar with student IEP goals and report progress regarding student performance and behavior to supervising teacher.
5. Participate in professional growth activities and in-service training programs.
6. Demonstrate professional responsibility and ethical behavior.
7. Demonstrate the ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions and perform duties and tasks at expected levels of professionalism.
8. Demonstrate effective and appropriate interpersonal relationships with students, educational staff, parents and staff.
9. Respect the confidentiality of information regarding students and be discreet in dealing with parents and educational personnel.
10. Perform all other duties as assigned by supervisor(s).

Minimum Job Requirements

- High School Diploma required; no previous experience required.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.
- Background Clearances and School Personnel Health Record

Salary & Benefits

- Salary commensurate with level of education & experience
- Paid time off

Interested candidates should email their resumes to Joseph Venditti at jvenditti@franklintowne.org.