



Northern Tier Career Center

JOB TITLE	INSTRUCTIONAL AIDE
FLSA	NON-EXEMPT
GROUP	Support Staff
REPORTS TO	Student Facilitator of Special Education and Director
JOB SUMMARY	Provide assistance to teachers, administration to support instructional practices in theory and lab setting necessary for student achievement. This support can be direct and one-on-one as well as in small groups and is not limited to any specific environment.
ESSENTIAL DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provide assistance to assigned student(s) or small groups of students as directed by a certified teacher or administrator. 2. Maintain the same level of ethical behavior and confidentiality of information about students as expected of professional educators. 3. Supervise students in the absence of instructors. 4. Assist teacher by making and correcting tests, recording test scores, copying, preparing materials and equipment for classroom activities. 5. Accompany and support assigned student(s) in a variety of environments including the Student Facilitator's classroom. 6. Assist assigned student(s) in accessing the curriculum and school activities successfully and independently. 7. Communicate special information and health concerns to teacher(s), administrator(s) and/or health staff as appropriate. 8. Encourage appropriate peer socialization in classroom and social settings as directed by certified teacher or administrator. 9. Produce and maintain records as required. 10. Serve as a positive role model for students in all aspects of performance, demonstrating pride in the honorable profession of public education.
MARGINAL DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Assist in arrival and departure of students, if assigned. 2. Assist teachers in modifying and adapting assignments in order for the assigned student(s) to participate in the curriculum and/or activities. 3. Participate in meetings, workshops and conferences as required. 4. Support public education and student achievement. 5. Perform other duties as assigned by the certified teacher(s) or supervising administrators.
QUALIFICATIONS	<ul style="list-style-type: none"> - Associate's degree or 48 post-secondary education credits or successful completion of a paraprofessional training program required - Must possess experience and knowledge of students with special needs - Must complete a minimum of 20 hours of Professional Development annually - Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code) - Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code) - Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994 - Submission of Federal Criminal History Record in accordance with Act 114 of 2006
PHYSICAL DEMANDS	- Ability to reach above and below the waist

The Northern Tier Career Center is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex or handicap in its activities, programs or employment practices as required by Title VI and IX and Section 504. For more information, contact the Title IX and Section 504 Coordinator at 120 Career Center Lane Towanda, PA 18848-8095, (570) 265-8111.

	<ul style="list-style-type: none"> - Ability to use fingers to pick, feel and grasp objects - Ability to perform repetitive motion - Some stooping, kneeling, bending and twisting of the body - Ability to lift/carry supplies weighing no more than 30 lbs - Ability to stand for extended periods of time - Ability to provide safe physical management (restrain) of students when necessary
SENSORY ABILITIES	<ul style="list-style-type: none"> - Visual acuity - Auditory acuity
WORK ENVIRONMENT	<ul style="list-style-type: none"> - Typical classroom environment and lab setting - Subject to inside and outside environmental conditions - Must be able to work in extreme cold (32 degrees or less) and extreme heat (90 degrees or more)
TEMPERAMENT	<ul style="list-style-type: none"> - Must be cooperative, congenial and service oriented - Must possess excellent interpersonal skills - Must be able to work in an environment with frequent interruptions - Ability to develop positive relations with stakeholders
COGNITIVE ABILITY	<ul style="list-style-type: none"> - Ability to follow written and verbal directions - Ability to read and write - Ability to communicate effectively - Ability to organize tasks - Ability to handle multiple tasks - Ability to exercise good judgment
SPECIFIC SKILLS	<ul style="list-style-type: none"> - Must possess technology skills - Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job)

Highlighted areas indicates primary function and time spent on job funded by Carl D. Perkins Act.

Carl D. Perkins Act – Funding provided by the Carl D. Perkins Act allows NTCC to provide services to all students with an emphasis on providing services to students of special populations.