

Instructional Aide Part Time 2021-2022 School Year

Job Description:

Description: The Elementary Instructional Aide position is responsible for proficient demonstration of the roles and responsibilities outlined in The Framework for Teaching and Learning which include the areas of Planning and Preparation, Classroom Environment, Instruction and Professional Responsibilities that support the daily instruction administered by the classroom teacher.

Responsibilities Include:

- Aide in instructing students in a program of study which meets stated objectives and prepares students to master grade level standards
 - Translate lesson plans into small group / individual learning experiences so as to best utilize the available time for instruction and to actively engage students
- Establish and maintain standards of student behavior needed to achieve a functional learning atmosphere in the classroom by providing positive reinforcement of acceptable behaviors and modifying unacceptable behaviors
 - Model nondiscriminatory practices in all activities
- Maintain professional competence by attending staff development programs, curriculum\ development meetings and other professional activities as assigned
- Perform any other related duties as assigned by the Principal or other appropriate administrator

Job Description Requirements:

1. Pennsylvania Teaching Certification or Experience with providing instructional support
2. PA CAPE Certification
3. Resume, Letter of Interest, Application
4. ACT 34 Clearances, ACT 151 Clearances, and FBI Clearance
5. Must have the ability to effectively solve problems in a professional manner
6. Ability to interact with students, staff and parents in a manner that demonstrates respect and dignity

The Human Resources Office must receive a written statement of interest in the position

Non-Discriminatory Policy

Lincoln Charter School does not discriminate on the basis of race, color, religious creed, ancestry, age,

familial status, sex, national origin, sexual orientation, or disability. The policy or equal opportunity and treatment applies to every aspect of Lincoln Charter School operations and activities, including admissions and employment practices.

This policy shall be made known to all persons and organizations associated with Lincoln Charter School, to all Educational Placement Services, the Pennsylvania Bureau of Employment Security and all recruiting sources.

Lincoln Charter School is an "Equal Opportunity Employer."