

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Teacher Aide – Intervention Room	
<i>Supervisor:</i> Building Principal	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months	<i>Grade:</i> 5

Job Summary

The teacher aide supervises students who are assigned to the intervention room, assists students with academic work and social skills, and may assist in the development and monitoring of student behavioral plans.

Essential Job Functions

Supervises students assigned to the intervention room, enforcing rules of the program.

Coordinates academic assignment requests with students’ classroom teachers to ensure students have adequate school work to complete while assigned to the intervention room.

Collects student academic assignments, distributing them to the appropriate teachers.

Assists students with academic work, improvement of social skills, and in complying with behavioral plans.

Proctors tests.

Maintains discipline and attendance records.

Calls and/or meets with parents of students, as necessary.

Assists with bus, hallway, and cafeteria duty as assigned.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Standard office equipment, including computer, printer, copy and fax machines, and audio/visual equipment.

Independent Decisions

Decisions of a routine job-related nature.

Primary Working Contacts

Principal and school staff; students assigned to the intervention room and general student population during bus, hallway, and cafeteria duty; parents.

Responsibility for Cash, Equipment, Safety

Safety of students under supervision in the intervention room and during bus, hallway, and cafeteria duty.

Supervision Received and Exercised

None given; supervised by the building principal.

Unusual Working Conditions

Exposure to difficult students with behavioral problems.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or equivalent.
2. Successful completion of de-escalation training will be required within the first six (6) months of employment.
3. Proven proficiency in oral and written standard English and general mathematics.
4. Relate and work successfully with students, parents, and school staff, and to effectively work with students who are at-risk or who have behavioral problems and/or poor social skills.
5. Maintain a high degree of confidentiality.

The following is preferred:

1. Elementary and/or secondary education training desirable.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.