

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Academic Intervention Aide	
<i>Supervisor:</i> Building Principal/Administrator	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months	<i>Grade:</i> 7

Job Summary

Provides academic support to identified students by tutoring small groups, large groups, and one-on-one settings, utilizing prescribed techniques; provides supplemental academic assistance to students as directed; through universal screening data, assists in assessing, and providing intervention to academically at risk students. In the temporary absence of the classroom teacher, provides tutoring academic support and classroom management of students, using lesson plans created by the classroom teacher. Contributes to the overall success and needs of Title I schools, attends Professional Learning Community meetings, and supports parent needs.

Essential Job Functions

Conducts focused skill groups.

Assists and works cooperatively with teachers in classrooms.

Implements language arts or math interventions with core and/or alternate materials to lower pupil/teacher ratio.

Provides academic support in classes while classroom teachers collaborate, review assessments, engage in professional development opportunities, etc.

Administers universal screenings to students three to four times per year.

Administers progress monitoring to targeted students.

Provides instructional support for reading, writing, and math in the content areas.

Assists teachers with planning and organizing instructional activities.

Collaborates with certified staff to implement lesson plans; maintains awareness of goals and objectives for students.

Participates in and promotes academic activities, i.e., family nights, academic clubs, etc.; encourages and supports parental involvement.

Communicates student progress and provides information for program evaluation; confers with classroom teachers on a regular basis to maintain uniformity of instruction/tutoring content and methods.

Attends and contributes to meetings and trainings provided by the school and the district.

Assists in developing materials to support all program components and to meet a variety of learning styles.

Assists teachers in maintaining accurate student records for program and compliance audits. Carries out supervision of students in a prompt and responsible manner to ensure a safe, nurturing, and healthful environment.

Assists with bus, lunch, recess duty, and other duties as assigned.

Provides oversight for daily operation of Title I.

Coordinates and facilitates family nights, as needed.

Contributes to the annual review/revision of the Family Involvement Policy.

Assists with the planning and preparation for the annual Title I parent meeting.

Provides support for the completion of required Title documentation, budgets, and school plans.

Non-Essential Job Functions

May be asked to attend Professional Learning Community meetings and share data, as appropriate.

Performs other job-related duties as assigned.

Equipment Used

Computer, copy machine, fax machine, document camera/overhead projector, Smart Board, and other instructional equipment.

Independent Decisions

Decisions of routine, job related nature. Some exercise of independent and analytical judgment in assisting with preparation and implementation of the teacher's lesson plans.

Primary Working Contacts

Daily contact with students and school staff; occasional contact with parents. Assists principal with maintenance of Title records such as; parent involvement, professional development, Title inventory, documentation checklist. Assist with coordination of tiered interventions, including ERII and EMII, as needed.

Responsibility for Cash, Equipment, Safety

None.

Supervision Received and Exercised

None Given; supervised by building administrator(s) with day-to-day guidance.

Unusual Working Conditions

None.

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. Bachelor's degree.
2. Must have work experience demonstrating an ability to maintain accurate records and implement plans.
3. Experience working with appropriate age children in the areas of math and language arts and working in a collaborative instructional effort.
4. Math, reading and English skills at a high school level or beyond and computer skills, including spreadsheets, database, and emails with attachments.
5. Proficiency in oral and written English and strong interpersonal communication skills.
6. Must be able to effectively prioritize and manage multiple assignments.
7. Commitment to the philosophy that all children can succeed.
8. Ability to work effectively in a prescribed instructional setting and an ability to operate in fast-paced, complex settings while maintaining a high degree of organization and efficiency.
9. Must have the capacity to work independently with limited supervision while implementing all program/instructional components. While some independent decision making is expected, collaborating/supervising teachers must be kept informed of actions taken.

The following are preferred:

1. Experience with an ethnically and linguistically diverse student population and with economically disadvantaged children.
2. Experience working with progress monitoring and data collection.
3. Tutoring experience.

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.