



# **PRODIGY PREPARATORY SCHOOL FOR BOYS**

## **INSTRUCTIONAL AIDE JOB DESCRIPTION**

**Reports to: Headmaster and/or Aide Headmaster**

Instructional Aides provides support to teachers, instructors and faculty members in an educational setting. They assist with a variety of functions, including implementing instructional programs, assessing student performance and other tasks as needed by the classroom instructor.

The Instructional Aide works under the direct supervision of the classroom teacher.

### **Instructional Aide Duties and Responsibilities**

#### **Perform Clerical Tasks**

Part of supporting the Instructor involves completing clerical duties as needed so that the Instructor can focus on teaching. The Instructional Aide completes administrative duties such as taking and recording attendance, drafting and sending out progress reports for students, answering emails and phone calls from families and maintaining supply inventory for the classroom.

#### **Assess Students**

Instructional Aides often perform exams on students in order to assess their progress, strengths, and weaknesses. While the Instructor typically designs the assessments and exams, the Instructional Aide will administer them. They usually grade the exams as well and document all grades and student progress accurately.

#### **Prepare Instructional Materials**

In order to support the Instructor and the Prodigy Prep student, the Instructional Aide will prepare and organize lessons and educational programs under the guidance of the Instructor. They prepare all materials for the lesson, including any handouts, worksheets and exams. They'll also set up any displays or work areas prior to the lesson. This work often includes operating printers and copy machines.



## **Assist with Instruction**

The Instructional Aide assists the instructor in implementing instructional plans. This can include providing support while the instructor is teaching, giving lessons independently when the instructor is unavailable and providing small group tutoring to students who need additional assistance.

## **Requirements**

- Possessing a High School diploma or GED
- Having experience working with youth
- Demonstrating basic reading, writing, and mathematical skills
- Showing basic record-keeping abilities
- Operating basic office equipment including the computer
- Completing and passing state-specific proficiency exams

**Advanced skills:** While most employers did not require the following skills, Prodigy Prep finds these characteristics highly desirable.

- Bachelor's degree in education or related field
- Associate's degree in related field
- Specialized teaching experience such as ESL or special education
- Experience with administering and grading standardized testing