



MANITOWOC-TWO RIVERS YMCA
In partnership with
MANITOWOC PUBLIC SCHOOL DISTRICT

JOB DESCRIPTION

Title: 4K Instructional Aide

Qualifications:

1. High school diploma or equivalent
2. Experience in working with children preferred
3. Ability to develop positive constructive relations with students, staff and public
4. Knowledge of math, science, social studies and language arts to the extent to be able to assist students in these content areas

Reports Directly To: Senior Childcare Director or designee

Job Summary:

This position assists the teacher in achieving objectives by working with individual students or small groups of students, by assisting in the production of instructional materials, and by helping students with specific individual needs.

Functions: A 4K Instructional Aide:

1. Guides independent study, enrichment work, and remedial work assigned by the teacher.
2. Assists with student supervision at recess as assigned by the teacher or administrator.
3. Operates and cares for instructional equipment.
4. Monitors, scores, and records the results of assessments and daily classroom assignments.
5. Checks notebooks, corrects papers and supervises assessments and make-up work as assigned by the teacher.
6. Contributes to a positive learning environment for all students in the school setting.
7. Effectively communicates with teachers and other staff as appropriate
8. Attends staff development/training sessions and other meetings as directed by the administrator.
9. Maintains the district's standards relative to the confidentiality of information about students and school related concerns.
10. Attends to the safety and well being of all students, including but not limited to, the use of universal precautions as per blood borne pathogens training.
11. Performs other duties as assigned by the teacher or administrator.

Functional Job Analysis and Descriptions:

Language Skills – Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations with parents, staff and students.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percent to percents to draw and interpret graphs as well performing other basic appropriate mathematical operations.

Reasoning Ability – Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Other Skills and Abilities – Ability to operate photocopying machines, and computers. Ability to assume responsibility for supervising students, understand and carry out oral and written instructions. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Tasks Specific to 4k at the YMCA – Classroom Aide Responsibility

- At the end of the day it is your responsibility to take any dishes that you have to the kitchen and wash them.
- During large group/small group keep ears and eyes open for any behavior problems.
- If a behavior problem arises, go over and talk to the child. Teach and explain to them what is expected. Yelling or using a degrading tone with the children will not be tolerated.
- Cell phones may not be used during school hours.
- Staff need to be interacting with the children, talking with them and when possible getting down on their level.
- Our families only have a brief moment to see us in the morning and afternoon, so make eye contact, smile, and make conversation.
- Help with prepping projects, journals, and snacks.
- While school is in session all aids must interact within the classroom. This includes students and parents.
- Notice everyone entering the building, classroom, etc. Safety is high priority at the YMCA.
- Always count the kids.

Physical Demands – *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk, see and hear. The employee is frequently required to stand, walk, and sit and to use hands to finger items or handle items and/or operate office equipment; reach with hands and arms; and stoop, kneel, crouch, crawl, balance and climb. The employee must occasionally lift and/or move up to 50 pounds. (Such as moving equipment or moving students in a wheel chair.) Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

Work Environment - *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate but may become loud during supervisory periods. The employee is continuously responsible for the safety, well being and monitoring the work and play of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.