

## **Instructional Aide**

**FLSA Status:**            Part-Time (No Contract); 9 month (190 days)

**Reports to:**            Classroom Teacher, Instructional Aide Shift Lead, Assistant Director

**Job Summary:**        As an instructional aide at Las Vegas Day School, you will work closely with teachers to provide essential support in the classroom environment. This role will involve assisting with playground and classroom supervision, activity/lesson preparation, classroom organization, teacher assistance, delivering individualized instruction, and fostering a positive and productive learning atmosphere for students.

**Essential Job Functions:**

- Assisting the classroom teacher in-person with implementing lesson plans and educational activities, ensuring that students understand the material and complete assignments.
- Monitoring students during classroom activities, recess, and other school-related functions, always ensuring their safety and well-being.
- Providing one-on-one or small group instruction to students who require additional help, reinforcing learning concepts and encouraging academic progress.
- Assisting in the preparation of instructional materials, including setting up equipment, organizing learning resources, and ensuring a conducive learning environment for students.
- Implementing behavioral management strategies as directed by the teacher, fostering a positive and respectful classroom environment conducive to learning.
- Maintaining accurate records of student progress and behavior and provide feedback to the teacher or appropriate school personnel as required.
- Communicating effectively with teachers, students, and other staff members to ensure a comprehensive and cohesive educational experience for students.
- Assisting with various tasks, such as grading assignments, organizing classroom materials, and performing other duties as assigned by the classroom teachers or administration.
- Standing and walking outside for upwards of an hour at a time, in all weather conditions.
- Comfortably able to physically assist children as needed.

**Qualifications:**

- Must be a high school graduate, preferably seeking or holding a degree in Elementary or Early-Childhood Education
- Experience with children in a school, daycare, or child-centered employment environment.
- Ability to successfully pass state and federal criminal background checks and unprofessional conduct inquiries.