

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 small group and individualized instruction, and fostering a positive and productive learning atmosphere for students.

Essential Job Functions:

- Assist the classroom teacher in-person with implementing lesson plans and educational activities, ensuring that students understand the material and complete assignments.
- Monitor students during classroom activities, recess, and other school-related functions, always ensuring their safety and well-being.
- Assist with various tasks, such as grading assignments, organizing classroom materials, and performing other duties as assigned by the classroom teachers or administration.
- Provide one-on-one or small group instruction to students who require additional help, reinforcing learning concepts and encouraging academic progress.
- Assist in the preparation of instructional materials, including setting up equipment, organizing learning resources, and ensuring a conducive learning environment for students.
- Implement behavioral management strategies as directed by the teacher, foster a positive and respectful classroom environment conducive to learning.
- Maintain accurate records of student progress and behavior and provide feedback to the teacher or appropriate school personnel as required.
- Communicate effectively with teachers, students, and other staff members to ensure a comprehensive and cohesive educational experience for students.

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.

Physical Demands:

- Ability to sit or stand for long periods.
- Ability to stand and walk outside for upwards of an hour at a time, in all weather conditions.
- Comfortably able to physically assist children as needed.
- Occasional lifting (up to 25 pounds).