

HILLSIDE PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: Kindergarten Instructional Assistant

QUALIFICATIONS:

1. All qualified candidates must possess a valid New Jersey teaching certificate (CEAS, CE)
2. Candidate must hold a BA degree
3. Strong interpersonal and communication skills
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
5. Such additional qualifications as the board may find appropriate and/or desirable.

REPORTS TO: Principal

JOB GOAL: To provide support to the instructional program and school operations to ensure continuity of the educational development of each pupil during as required.

PERFORMANCE RESPONSIBILITIES:

1. Arrives at 8:50 AM and supervises children as needed.
2. Prepares lesson plans and teaches components of Houghton Mifflin Literacy program.
3. Reviews data to select skill groups for literacy and math.
4. Instructs small skill groups in math to address needs of students as per data and teacher recommendation.
5. Administers running records to assess student's decoding ability.
6. Aids in student dismissal as needed
7. Performs any other assigned duties relative to student supervision and instruction as directed by the principal or other supervisors.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated by the Superintendent in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

Date: August 11, 2010

Revised by the BOE Labor Relations Committee