

## **Language Academy of Sacramento**

### **Job Description: Instructional Aide**

#### POSITION SUMMARY:

Under the direction of the Academic Director (AD), and in the absence of the regular classroom teacher to help students to learn subject matter and/or skills that are required for scheduled lessons and to provide meaningful instruction for assigned classrooms.

#### DUTIES AND RESPONSIBILITIES

- Conduct mini lessons and whole group lessons when appropriate
- Manage student behavior within small group and whole groups settings
- Conduct interventions with students when requested
- Yard duty during recess on a daily basis
- Monitor & assist student progress during whole group
- Complete additional tasks per teacher request
- Be familiar with instructional plans for the day/week
- Ensure constant communication with lead teacher
- Primary responsibility is to work with students
- Respectful interaction with students & staff
- Follow teacher/classroom management system
- Awareness & attentive to needs within the classroom
- Enthusiastic attitude towards learning & teaching
- Proficiency in target language (Spanish/English): Model correct spelling, grammar and usage
- Demonstrate professional behavior in classroom

#### EDUCATION, CERTIFICATIONS, AND WORK RELATED REQUIREMENTS:

1. Application:
  1. Letter of Introduction
  2. Current Resume
  3. TB Clearance
  4. Letters of Recommendation (minimum of two)

#### KNOWLEDGE AND ABILITY:

- Act on the premise that every child can learn
- Value the effectiveness of a structured school-wide curriculum and pacing plans
- Possesses strong oral and written communication skills in English and Spanish
- Works independently with little direct supervision
- Works as part of a team and initiate assistance when needed
- Accepts responsibility and is self-motivated
- Demonstrates strong work ethic to achieve academy goals
- Displays effective multi-tasking and time management skills
- Willing to learn, work hard, whatever it takes" attitude
- Operational knowledge of the Internet and web-related technologies

#### HIRING PROCESS:

Once the candidate has attended the mandatory New Employee Orientation and all pre-employment paperwork and clearances have been received, LAS will send an email to the candidate notifying him/her that he/she is now cleared to begin employment.