

The Center for Creativity, Innovation and Discovery

Classroom Aide (04/20/2020) Part-time / Non-Benefitted Position

Classroom Aide Roles and Responsibilities

Classroom Aide - Support Staff: A Classroom Aide's first responsibility is to support the classroom teacher and school administration in providing a safe, positive and productive learning environment. Classroom teachers hold the primary responsibility for the delivery of the curriculum using creativity, innovation and discovery. Support staff / classroom aide support the teacher and administration as directed. Support staff also supervise students during movement breaks and lunch time activities, as directed.

Classroom Aide - Support Staff will participate in professional development and other trainings to improve skills and meet needed requirements.

A **Classroom Aide - Support Staff** at CCID should:

- Have received at least a high school diploma at an approved education institution; and
 - Hold an Associate Degree; or
 - 48 semester hours or 60 quarter hours of college credit; or
 - Passing score on the PRAXIS Parapro exam
- Demonstrate a strong commitment to the mission, pedagogy and methods of CCID;
- Possess a clear and demonstrable concern for ALL children;
- Have excellent communication skills and an ability to work well with colleagues, administration and parents;
- Be able to collaborate with faculty, staff, parents and community members;
- Be able to pass Federal Criminal Background Check;
- Seek continual learning and self-development.

Working Conditions and Physical Requirements

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 (**Classroom Aide - Support Staff**). Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead frequently and for extended time periods.