

FIRST BAPTIST ACADEMY
Student Services Instructional Aide

REPORTS TO: Director of Student Services

DIRECT REPORTS: n/a

POSITION OBJECTIVE: The Student Services Instructional Aide provides direct support for students enrolled in FBA's Student Services program. Support may be provided in the general education classroom setting at the direction of the classroom teacher, in a separate setting for test or classwork accommodations, or in a small group setting at the direction of the Student Services teacher.

QUALIFYING CHARACTERISTICS: The employee is a Christian with an authentic and a mature personal relationship with Jesus Christ in both his or her professional and personal life with a calling and commitment to Christian education. Must have excellent interpersonal and computer skills; Ability to present information concisely and effectively; handle sensitive information in a confidential manner; organize and prioritize work, multi-task and work independently with little supervision; Team player.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS: Minimum high school diploma, Associate's degree in a related field preferred. Minimum of 2 years related experience in a educational setting. Special Education experience preferred. Proficiency in Google platform applications preferred.

ESSENTIAL JOB DUTIES:

- Provide outstanding customer service to prospective and current school families, teachers/staff, and other school community members.
- Assist Student Services teacher with meeting the needs of students enrolled in Student Services
 - Collect student data
 - Assist with small group intervention
- Assist the General Education classroom teachers with meeting the needs of students enrolled in Student Services
 - Provide classwork and test accommodations
 - Prompt students for focus and following directions
 - Assist students with classwork completion
 - Reinforce classroom concepts
 - Assist students with organizational and study skills

The above description covers the most significant duties performed, but does not exclude assignments not mentioned.

PHYSICAL REQUIREMENTS: Must be able to meet physical requirements of the position.

EXEMPT STATUS: Hourly, non-exempt

Date updated: February 2019
Prepared by: Amy Sommerville