



**JOB DESCRIPTION**

**Position:** Special Education Instructional Aide

**Reports to:** PILLARS Director

**Position Status:** Part-Time, Non Exempt

**Department:** Rock Academy

**Effective:** October 2012

**Replaces:** All Previous

**Position Number:** RA-18-12

**Posting Date:** November 13, 2012

**1<sup>st</sup> Closing Date:** November 20, 2012

**Position Summary:**

The PILLARS Instructional Aide will be responsible for assisting the PILLARS Program Director with implementing lower school accommodations and assisting middle and upper school Special Education teachers in the PILLARS Program (Program for Individual Learners to Accelerate and Reach Success). Incumbent will report directly to the PILLARS Program Director.

**Job Responsibilities and Duties:**

1. Assists PILLARS Director with the development of Academic Support Program in grades K-6<sup>th</sup> and implements as directed.
2. Supports Special Education teachers with student test taking, monitoring assignments, tutoring and computer programs/projects.
3. Maintains filing, organizing, charting, and ordering of supplies.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the PILLARS Program Director.

**Job Skills and Requirements:**

1. Bachelor's Degree preferred.
2. Experience working with learning difference students in lower and upper school grades.
3. Strong oral and written communications to verbalize issues clearly, concisely, and competently in positive or negative situations.
4. Possess good class management as well as knowledge of subject material.
5. Ability to recognize and maintain confidentiality as appropriate.
6. Strong attention to detail and accuracy, including excellence in oral and written communications to verbalize issues clearly, concisely, and competently in positive or negative situations.
7. Must possess strong computer skills, including proficiency with spreadsheets, databases, and word processing software. Windows based software (Excel, Word, PowerPoint)
8. Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events with poise and professionalism.

9. Identifies and resolves problems in a timely manner; responds promptly to requests for service and works well in group problem-solving situations; strong team player who meets commitments.
10. Self-motivated and flexible with strong organizational skills and the ability to work well with timelines and short deadlines.

**Expectations of Staff:**

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. Follows Matthew 18 and Ephesians 4:15 for all grievances.
3. Successful completion of both a LiveScan and reference check.
4. Regular attendee of a Bible believing Christian church, to be reviewed by Administration.
5. Calls Rock Academy administrators if an absence or tardy arrival is anticipated.
6. Regular involvement in Rock Academy activities, ministries and events (ie, Christmas/Spring programs, sports activities such as Homecoming game, afterschool activities, dances, etc.). Attendance at all mandatory meetings.
7. Signed acknowledgement of the Rock Church Statement of Faith.
8. Adheres to policies and procedures as stated in the Rock Academy Employee handbook.
9. Pleasant and professional personality and appearance. Staff should set a good, modest example to students by dressing in "professional casual" attire.

**Physical Requirements:**

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

**Employment At-Will:**

All employees of The Rock Academy are at-will, and as such, are free to resign any time without reason. The Rock Academy likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Academy has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.