



JOB DESCRIPTION

Position: **Instructional Aide**
Reports to: **Director of PILLARS Program**
Position Status: **Regular Full-Time, Non-Exempt**

Department : **Rock Academy**
Effective: **June 2011**
Replaces: **New**
Position Number: **RA - 8 - 11**
Posting Date: **June 7, 2011**
1st Closing Date: **June 13, 2011**

Position Summary:

The Instructional Aide educates students and gives them the academic, spiritual, emotional and physical tools needed to grow and trains teachers in how to effectively assist students in the PILLARS program (Program for Individual Learners to Accelerate and Reach Success). This position strives daily to bring the Living Word to students, some of whom do not, as of yet, have a personal relationship with Christ. The Instructional Aide works under the direct supervision of the Director of the PILLARS Program.

Job Responsibilities and Duties:

1. Assist the Speech Pathologist and Special Education Teacher in developing a support program in grades K – 12 and help implement this support program as directed by the teacher(s) and the educational team.
2. Responsible for contributing to the development of the “buddy program” to help PILLARS students integrate into the activities at school.
3. Co-teaching and/or supporting PILLARS students in regular education classes.
4. Responsible for training teachers in what to be aware of academically, socially and emotionally in regards to PILLARS students and how to diversify teaching in order to effectively assist in the education plan for PILLARS students.
5. Provide lunchtime and after school tutoring in order to provide homework support for all students.
6. Assist in monitoring the reading program and help students learn how to effectively study in order to promote student success.
7. Responsible for administrating school tests to students as instructed to do so by the teacher and monitoring the class during such school tests.
8. Assisting the teacher with students who need extra support in the University Prep Class.
9. Aid in supporting students in developing his/her computer skills to include learning Microsoft Word and other computer programs.
10. Support the teacher and the Director in the PILLARS program as needed to include, but not limited to: filing, organizing, charting, and ordering.

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 Director of the PILLARS Program.

Job Skills and Requirements:

1. Bachelor’s Degree is desired but not required.
2. Dress appropriately. (See Staff Handbook)
3. Call Rock Academy administrators if an absence or tardy arrival is anticipated. A message may be left, but continue to call back until the staff is reached in person.
4. Participate in the Rock Academy devotional readings or other spiritual and educational aides required by the Rock Academy administrators.
5. Attend all meetings required of the academy staff, as needed.

6. Never use corporal punishment; never use abusive words, acts, or behavior towards any child, parent or staff member. (If found to have violated anyone's personal rights, it will be grounds for immediate termination.)
7. Regular involvement in Rock Academy activities, ministries and events (ie, Christmas/Spring programs, sports activities such as Homecoming game, afterschool activities, dances, etc.)

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Successful completion of a background check or LiveScan.
4. Pleasant and professional personality and appearance.
5. Regular attendee of a Bible believing Christian church, to be reviewed by administration.
6. Attendance at all mandatory meetings (and events, as needed).
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. Complete the Rock A.R.M.Y. DVD series and write a brief report to be submitted to administration
10. Dress: Appropriate attire includes loose, modest clothing (no shoulders, midribs or chest area shown for women and no blue or black jeans). Teachers should set a good, modest example to students by dressing in "professional casual" attire. On "Dress for Success" days, employees will be asked to wear professional, job-interview-like attire. If any questions arise as to what is appropriate, please discuss with the principal.

Physical Requirements

Ability to function independently and ability to speak. Physically able to lift up to 60 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 and 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.