

## **MOSAICS Public School Instructional Aide Job Description**

MOSAICS Public School is looking for talented individuals with the skills, passion and commitment to help us build our STEAM school from the ground level. The ideal candidate will have experience with elementary age children and a desire to drive our culture. This position will involve a mix of small group, individual and team support for teachers and students. You are an integral part of our school and will wear a variety of hats both in and out of the classroom.

**Primary Role** To assist the teacher in maintaining appropriate classroom activities and environment so that students may learn effectively.

Interested candidates should apply by sending a completed application and a resume to [ahaskett@mosaicps.org](mailto:ahaskett@mosaicps.org)

**Job Title: Instructional Aide (35 hrs per week)**, \$15.50/hour, state retirement benefits (PERSI), medical, dental, and vision benefits for full-time positions (30+ hrs. per week)

### **Desired Experience, Skills and Mindsets**

- High School Diploma or equivalent.
- Applicant must have 32 college credits OR ETS Para Assessment Test with a passing score of 460 or higher. If you do not meet any of these qualifications, you must pass the ParaPro Assessment within 90 days of your hire date.
- Ability to administer standardized and other diagnostic tests.
- Physically capable of performing duties.
- Computer knowledge and experience with word processing, e-mail, spreadsheets, etc.
  - Previous experience preferred, but not mandatory

### **Responsibilities for Instructional Purposes:**

- Work with students in small groups or individually as directed by teachers
- Support instructional decisions and assist teachers as needed
- Deliver teaching points as needed and planned for by the teachers
- Substitute for classroom teacher on an as needed basis
- Help document and grade student work
- Guide children on field trips or other experiences outside the classroom
- Provide support of Individualized Education Plans (IEP)
- Assist and support students who are self-managing behavior, developing organizational skills, impulse and anger control strategies (e.g. provide cues, prompts)

### **Responsibilities to the Classroom:**

- File papers and prepare student folders
- Help prepare the classroom and materials for daily or future use
- Help keep the environment clean, clutter free and organized
- Model appropriate behaviors and support teachers with classroom management
- Participate and be flexible in the flow of the day

**Responsibilities to the School:**

- Engage in professional development and our mission
- Build relationships with staff, students, and families
- Supervise children during clean up, lunch, recess and transition times
- Attend weekly staff collaborative planning meetings
- Participate in the varied activities that drive our school culture
- Demonstrate flexibility, self-direction and professionalism
- Maintains high standards of ethical behavior and confidentiality

***Equal Opportunity Employer***

MOSAICS Public School is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.