

Job Title	Part Time Instructional Aide
Salary	\$15 an hour
Anticipated Start Date	Fall 2018
Location	Fallon, Nevada (60 miles east of Reno)
	<p><u>General Position Summary</u> Work in classroom grades five through eight. This position works Monday through Thursday from 1:00-4:30</p> <p><u>Essential Functions and Responsibilities</u></p> <ul style="list-style-type: none"> ● Works with the teacher to implement a program of instruction that adheres to the school's philosophy, goals and objectives as outlined in the school's charter. ● Works with the teacher in creating a classroom environment conducive to learning. ● Uphold board policy, school procedures, rules and is supportive of them to the public. ● Maintains appropriate work habits, including regular and punctual attendance. ● Establish and maintain cooperative relationships with other staff members. ● Shares responsibility during the school day for the supervision of students in all areas of the school, including the playground. ● Works with the teacher in providing for the supervision of assigned students when circumstances require. ● Genuinely enjoys working with children and helping them develop and learn. ● Maintain accurate records as assigned by classroom teachers. ● Communicate and interact with all school students, families and personnel in a professional manner ● Abide by policies and procedures to maintain compliance with FERPA regulations. ● Notify Administrator of planned absences ahead of time. Two weeks of notice is expected for extended time away (longer than 48 hours) so that adequate coverage can be arranged. ● Satisfactorily perform other duties as assigned. <p><u>Required Experience and/or Education</u></p> <ul style="list-style-type: none"> ● Oasis Academy will hire a minimum of 2 instructional aides who either have a degree and are interested in becoming a licensed teacher through alternate route to licensure; or who are committed to starting their teaching degree program within the 2017-2018 school year. ● Previous work with children <p><i>All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position have been excluded. Requirement, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by administrator as deemed appropriate.</i></p>
Administrator	Rochelle Tisdale