

Instructional Kindergarten Aide

Branchburg Township School District

Branchburg, New Jersey

- I. Title:** Instructional Kindergarten Aide
- II. Qualifications:**
- High School Diploma or equivalent
 - Previous experience working with children is preferred.
- III. Reports To:** Building Principal
- IV. Job Goal:** The goal of the Instructional Aide - Kindergarten is to provide support to the Teacher in the classroom. Listed below are activities/assignments for Kindergarten Aides. Please note that this is not a comprehensive list.
- V. Performance Responsibilities:**
- A. Organization:
- Assist students in arrival procedures and establish routines
 - Support students in gaining independence
 - Establish and maintain student behavior
 - Support teacher in preparing student materials
 - Assist students with cleaning out/organizing notebooks, backpacks, desks
 - Assist with understanding schedule and obtaining necessary materials for class
 - Help students organize work space/materials/supplies
- B. Classwork:
- With the teacher, assist in creating an environment conducive to learning
 - Lead various student centers
 - Help to monitor students and keep students on task
 - Collect student data where appropriate
 - Facilitate leveled prompting
 - Clarify/reword directions given by teacher in a quiet voice
 - Assist with organizing work; i.e., use of spacing, margins, headings
 - Work through a few examples on worksheets to assure student understands assignments
 - Support teachers in administering assessments
 - Provide cues, prompts, reminders during assignments
- C. Other:

- Understand and respect student/teacher confidentiality
- Supervise students during lunch/recess and support students in making appropriate behavior choices
- Assist students with snack time
- Assist students with transitions and movement through the halls
- Work to support students social emotional learning in all environments
- Be present in the classroom with the students, unless otherwise requested by the teacher
- Assist with minor medical/health issues
- Assist students with classroom activities
- Any other duties to support students learning as identified by school administrator

VI. Terms of Employment:

10 Month work year

VII. Evaluations:

Annually

Board of Education Approved: June 17, 2021