

AUTAUGA COUNTY BOARD OF EDUCATION  
PERSONNEL DEPARTMENT  
153 West Fourth Street  
Prattville, Alabama 36067

**POSITION ANNOUNCEMENT**

November 30, 2023

**The Autauga County Board of Education is now accepting applications for the position of:** In-School Suspension (ISS) Aide at Marbury High School

**Job Description:** (Please see the attached Autauga County Board of Education (ACBOE) job description for this position.)

**Qualifications:** (Please see the attached ACBOE job description for this position.)

**Effective Date:** Following Board Approval

**Salary:** \$21,037 - \$24,360

**Contract Length:** 187 Days (9 months)

**Application Information:** Go to [https://ats1.atenterprise.powerschool.com/ats/app\\_login?COMPANY\\_ID=00008500](https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500) to complete the on-line application. On the *Where do you want to work?* page, click "Deselect All". Then click on the "+" located next to the Alabama State Department Education check box. Click the box next to District 5 and click "+" next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put "see resume".

**Application Deadline:** December 7, 2023 or until filled

*The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.*

- 1 Attachment
- 1. Job Description

## INSTRUCTIONAL AIDE

POSITION TITLE: Instructional Aide

RESPONSIBLE TO: Superintendent of Education

REPORTS TO: Supervising Teacher/School Principal

IMMEDIATE SUPERVISOR: Teacher(s) to whom assigned

### QUALIFICATIONS:

1. A four-year college degree posted on an official college transcript or an associate's degree indicating two years of college posted on an official college transcript or 48 semester hours of college coursework as indicated on an official college transcript or high school graduate or equivalent (GED) and official test results indicating passage of the three parts (Applied Mathematics, Reading for Information, and Writing) of the WorkKeys for Teacher Assistants Test by ACT Educational Testing Services.
2. Academic competency in written and spoken language and mathematical skills.
3. Aptitude for work to be performed.
4. Alternatives to specified qualifications as deemed necessary by the Board of Education.

### PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Perform tasks related to classroom activities under the supervision of a certified teacher(s).
2. Work with small groups of students to reinforce and to reteach when necessary material initially introduced by the teacher(s).
3. Work with individual students who need special attention.
4. Guide independent study, enrichment work, remedial help, and follow-up work as specified by the teacher(s).
5. Assist the teacher(s) with drill work, reading and storytelling.
6. Check notebooks, grade and correct papers, and supervise testing and make-up work.
7. Assist the teacher(s) with routine classroom clerical duties and routine housekeeping activities.
8. Assist the teacher(s) with the preparation of instructional aids for classroom use, with bulletin boards and other learning displays.
9. Set up audiovisual equipment for classroom use.
10. Assist the teacher(s) with non-instructional classroom duties, such as snack, break, toilet, and clothing routines.
11. Supervise small groups of students who leave the classroom setting to do library work (under supervision of the librarian).
12. Help with duties related to the supervision of students during such times as lunch periods, assemblies, and field trips.
13. Respect and maintain the confidentiality of information as required by school system policy.
14. Maintain the same high level of ethical and professional standards as is expected of all personnel.
15. Participate in inservice activities and paraprofessional training as mandated by the State Department of Education.
16. Perform any other duty as assigned.