

# BOAZ CITY SCHOOLS

Boaz, Alabama



## **POSITION ANNOUNCEMENT**

**Job Title:** Extended Day Instructional Aide

**Opening Date:** June 23, 2022

**Closing Date:** Until Filled

**FLSA Status:** Non-Exempt

**Salary:** Hourly, Based on BCSS Salary Schedule

**Expected Workday:** As assigned by Extended Day Director

**Terms of Employment:** Part-Time, temporary

**Reports To:** Community Education Coordinator/Extended Day Director

**Job Goals:**

Work with identified students to reinforce skills and concepts initially introduced by the teacher.

**Qualifications:**

- Associate Degree or equivalent college hours
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Performance Responsibilities and Essential Functions:**

- Assist in providing a well-organized, smoothly functioning class environment
- Complete a plan sheet documenting activities, objectives, progress, and comments
- Assist the teacher in implementing special strategies, creating activities, and reinforcing skills based on individual student's needs, interests, abilities, learning styles, and behavior.
- Assist with independent study, enrichment, and makeup work.
- Meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.
- Be able to relate to adults and children with respect, patience, and compassion while enforcing boundaries and limits.
- Physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.
- Maintain required documentation and confidentiality.
- Follow attendance, punctuality, and proper dress procedures.
- Assist students with personal hygiene, feeding, using restroom, moving about building, grooming, and health and safety issues.
- Manage time efficiently.
- Perform any other duties assigned by the Community Education Director or the Extended Day Director..

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Boaz City Board of Education's policy

**Point of Contact:** Brandy Tarvin, Community Education Director  
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