**PINEHURST SCHOOL DISTRICT #94**

**JOB DESCRIPTION**

**Job Title: Classroom Instructional Assistant and Library Aide**

**Reports To: Assigned Teacher**

**Adopted: Revised: October 2025**

**JOB SUMMARY:**

The Classroom Instructional Assistant and Library Aide will provide essential support to a multi-grade Kindergarten-6th grade classroom and the school library. This role requires a combination of classroom management, instructional support, library management skills, and a strong foundation in high-dosage tutoring methodologies. The ideal candidate is a patient, enthusiastic, and organized individual with a strong commitment to student success.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Employees in this position perform some or all of the following tasks. Other duties may be assigned.

**Classroom Instructional Assistant:**

1. Assist the teacher in implementing the daily lesson plans and classroom routines.
2. Under the direction of the teacher, provide high-dosage tutoring to small groups of students based on identified

academic needs.

1. Utilize evidence-based tutoring strategies to accelerate student learning.
2. Monitor student progress and adjust tutoring plans accordingly.
3. Provide individual and small group support to students in various academic areas throughout the school day.
4. Monitor student behavior and assist with classroom management.
5. Prepare, distribute, and help to maintain classroom materials, including cleaning and sanitation of student stations.
6. Supervise students during independent work time and recess.
7. Contribute to a positive and supportive classroom environment.
8. Assist with student assessments as needed.
9. Assists staff with record keeping, copying, filing, grading assignments and taking attendance.
10. Transports recess equipment outside, maintains safety of equipment and appropriately secures and manages

equipment in storage room.

1. Assists with transitioning students from classroom to lunchroom, music, recess, library, etc.
2. Follow prescribed daily schedule as outlined by the teacher.
3. Assists the teacher in scheduling appropriate meetings and completion of paperwork.
4. Assists the teacher, when directed, in communicating with parents/guardians regarding students.
5. Follows and maintains knowledge of all District policies and procedures.
6. Participates effectively at regular staff meetings with teacher and other support staff using appropriate social skills,

problem solving and conflict resolution strategies while practicing strict confidentiality.

1. Reports safety, sanitary and fire hazards immediately to supervising teacher and administrator.
2. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional

manner.

1. Appropriately maintains and secures confidential records and inquiries.
2. Professionally represents the school and the District in interactions with parents, community, staff and students.
3. Maintains appropriate certifications and training hours, as required.
4. Reports to work promptly and dependably.

**Library Aide:**

1. Assist with library organization and maintenance.
2. Process and shelve library materials.
3. Assist students with locating and checking out books.
4. Assist with library-related projects and events.
5. Collaborate with the teacher to design student instructional activities focused on integrating library resources into

classroom curriculum.

**High-Dosage Tutoring:**

1. Participate in ongoing professional development to enhance tutoring skills.
2. Collaborate with the teacher to identify students who would benefit from high-dosage tutoring.
3. Collaborate with the teacher to develop and implement individualized tutoring plans.
4. Collaborate with the teacher to utilize data to monitor student progress and adjust tutoring strategies for students

accordingly.

1. Maintains accurate records of student attendance, participation, and achievement.
2. Maintains a safe environment for students at all times.
3. Build a strong relationship with students and create a supportive learning environment.

**MARGINAL DUTIES AND RESPONSIBILITIES:** Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Assists staff and teachers as necessary including answering telephones, routing telephone calls or messages to

appropriate staff and operating office machinery including photocopy machine, computer and audio-visual

equipment.

1. Inventories and stocks supplies.
2. Evaluates student injuries, determines course of action, performs minor first aid in compliance with District policy

and completes required paperwork in a timely manner.

1. Assists on school field trips.
2. Files documents and records according to predetermined classifications, maintaining alphabetical index and cross

reference files.

1. Attends in-service trainings.
2. Attends staff meetings.
3. Works with other staff members in maintaining cleanliness, order and safety.

**SUPERVISORY RESPONSIBILITIES:** All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

**COLLABORATIVE RELATIONS:** Each instructional assistant is a member of the Pinehurst School Educational Support Team. This includes the school custodian, office assistant and district administrator. Within this group through regular communication and group problem solving, all the work of supporting the teachers and students is accomplished. Although each member has a job description, at times these employees must respond to absences and emergencies with flexibility and willingness to cover for one another.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* **Education and/or Experience**: High school diploma or equivalent. Two years related experience and/or training preferred. Prior successful experience working in a school setting or with young children strongly preferred. Willingness to pursue professional development in skills required to deal with children with special needs.

* **Interpersonal Skills**: Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others’ ideas and contributes to building a positive team spirit. Demonstrates ability to successfully work with young children.
* **Language Skills**: Ability to communicate fluently, verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret simple instructions, short correspondence and memos. Ability to write reports and correspondence. Adept at using phone and computer to schedule events, housing and transportation relating to school field trips.
* **Mathematical Skills**: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
* **Reasoning Ability**: Ability to apply common sense understanding to carry out instructions

furnished in written, oral, schedule or diagram form. Ability to deal with problems involving

several concrete variables in standardized situations.

* **Computer Skills**: General knowledge of computer usage and ability to use e-mail, internet, software and word processing software.
* **Other Skills and Abilities**: Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions. Willingness to adapt appropriately to an environment in which several staff members may also be related to or close friends with students and other staff members.
* **Certificates, Licenses, Registrations**: Certificates as determined by the District including the ability to obtain a valid CPR/ First Aid card and blood borne pathogen training. The District may require training for specific student needs. Finger printing by local law enforcement required. Willingness to work in a non-smoking, non-alcohol and drug and gun free environment.
* **Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear, walk; stand; and sit. The employee is frequently required to use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, but occasionally high depending upon student population and activity. Employee may be exposed to blood borne pathogens.

**OTHER:** Note: this is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The District may add to, modify or delete any aspect of this job (or the position itself) at any time is deems advisable.

**I have read this job description and understand its contents.**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**