

## **Job Overview:**

We are seeking a dedicated and enthusiastic Instructional Aide to join our educational team. This role is ideal for individuals passionate about education and making a difference in students' lives.

## **Responsibilities:**

1. Assist teachers in preparing instructional materials and setting up classroom activities.
2. Provide one-on-one or small group support to students who require additional assistance.
3. Reinforce lessons presented by the teacher by working with individual students or small groups.
4. Help students understand and complete assignments by explaining concepts and providing guidance.
5. Assist with classroom management by promoting positive behavior and enforcing school rules.
6. Supervise students during classroom activities, ensuring their safety and well-being.
7. Collaborate with teachers to assess student progress and identify areas for improvement.
8. Maintain a clean and organized classroom environment conducive to learning.
9. Attend staff meetings and professional development sessions as required.
10. Perform other duties as assigned by the supervising teacher or school administration.

## **Requirements:**

1. Strong communication and interpersonal skills, with the ability to effectively interact with students, teachers, and parents.
2. Ability to follow directions and work collaboratively as part of a team.
3. Flexibility and adaptability to meet the evolving needs of the classroom and students.

## **How to apply:**

Resumes should be submitted electronically to Mr. Monty Kirk at [mkirk@nvc.k12.in.us](mailto:mkirk@nvc.k12.in.us) or dropped off at the front desk of NVHS.