

# Title 1 Aide - High School

## JOB DESCRIPTION

**POSITION TITLE**  
**MINIMUM**

Title I Aide Columbia High School  
Two years of College or Associate's Degree preferred

**QUALIFICATIONS**  
**REPORTS TO**

6-12 Supervisor of Language Arts

**JOB GOAL(S)**

6-12 Supervisor of Mathematics  
The Primary goal of the Title I Aide is to provide assistance with the CHS Supplemental program through the assignments listed below.

PRIMARY RESPONSIBILITIES

1. Assists Supplemental teachers with instruction.
2. Assists Supplemental teachers in developing a standardized system of documenting student Supplemental records.
3. Assists in the processing of student assignments to Supplemental classes.
4. Collects and/or distributes Supplemental instructional materials.
5. Disseminates all Supplemental information (ISIPs, parent correspondence, etc.).
6. Conducts testing of all new students entering the District.
7. Provides accurate Supplemental student data in a timely manner to the District's Assessment Office in a standard format.
8. Performs all other duties assigned by the 6-12 Supervisors of language and mathematics.
9. Assists with school wide testing.

**TERMS OF EMPLOYMENT** 10 months

Salary as per SOMEA Agreement