

Title I Aide - Middle School

JOB DESCRIPTION

POSITION TITLE MINIMUM

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

QUALIFICATIONS REPORTS TO JOB GOAL(S)

Middle School Principals
The Primary goal of the Title I Aide is to provide assistance with the Middle School Project Ahead program through the assignments listed below.

JOB RESPONSIBILITY AND AUTHORITY

PRIMARY RESPONSIBILITIES

1. Assists Project Ahead teachers with instruction.
2. Assists Project Ahead teachers in developing a standardized system of documenting student Project Ahead records.
3. Assists in the processing of student assignments to Project Ahead.
4. Collects and/or distributes Project Ahead instructional materials.
5. Assists with the ordering of instructional materials for Project Ahead.
6. Keeps track of newly purchased instructional materials for the Project Ahead program by establishing and maintaining a database of these materials.
7. Assists in the inspection of incoming Project Ahead orders for accuracy and quality control.
8. Assists in establishing and maintaining uniformity and consistency in the Project Ahead program.
9. Disseminates all Project Ahead information (ISIPs, parent correspondence, etc.).
10. Conducts testing of all new students entering the District after the opening of school in September.
11. Provides accurate Project Ahead student data in a timely manner to the District's Assessment Office in a standard format.
12. Prepares documentation for District students whose parents refuse Project Ahead services.
13. Performs all other duties assigned by the Middle School principals.

TERMS OF EMPLOYMENT 10 months

Salary as per SOMEA Agreement