



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Substitute Instructional Care Aide
Payroll/Personnel Type:	10 Month
Job #:	9207
Reports to:	Supervisory Teacher
Shift Length:	7 Hours a Day
Union Eligibility:	Eligible

Position Summary:

The Instructional Care Aid assists and supports the teacher(s) in implementing an instructional and care program to promote each student's academic advancement and personal development, on an as needed basis.

Essential Functions:

- Escorts, assists and/or supervises student(s) during play periods, movement throughout the building, to and from buses, toileting routines, lunch, snacks, specialized and inclusive classes, community activities and other times as designated
- Assists teacher(s) in implementing behavior management plans which may include observing, recording, charting behavior and implementing a reinforcement schedule, as well as utilization of approved restraint methods when required and under teacher directive
- Assists teacher in test administration, under teacher directive
- Communicate any problems or concerns regarding students to the supervising teacher
- Work with individual students or small groups to reinforce skills previously introduced by the teacher
- Guides individual students or small groups to reinforce skills previously introduced by the teacher
- Assists with large group activities such as drill work, reading aloud and storytelling
- Assists the teacher in maintaining and organizing work and study areas, equipment, materials and facilities
- Score objective tests and papers with guidance and input from the teacher and assists with the maintenance of appropriate student records
- Performs health-related procedures such as: feeding, lifting, positioning, carrying, toileting, tube feeding, cleaning catheterization and suctioning equipment
- Participate in workshops, in-service training and parent conferences
- Serves as a resource of information and assists teacher
- Reports parental concerns to supervisory teacher
- Performs other tasks as assigned

Knowledge, Skills, and Abilities:

- Any knowledge, skills, and abilities necessary to successfully complete Essential Functions

Experience:

- Some experience working with children (required)
- Computer Skills (required)
- Experience working with teachers and students in an educational setting (preferred)
- Experience tutoring young children (preferred)

