

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

ANNISTON CITY SCHOOLS  
POSITION ANNOUNCEMENT

POSITION: Title I Instructional Aide – Coosa Valley Youth Services Lewis Academy

QUALIFICATIONS: Successfully complete at least two years (48 semester hours) of study at an institution of higher education, or

- An associate's degree or 64 semester hours of coursework documented on an official transcript from an accredited institution of higher education, or
- Pass state Work Keys Assessment which will establish your ability to aide in the instruction of, reading, writing, and math.
- Ability to work effectively with students
- Experience preferred

PERFORMANCE RESPONSIBILITIES:

1. Serves as paraprofessional to provide instructional support under the supervision of a licensed educator.
2. Assists Teachers with implementation of the academic program to the residents of Lewis Academy.
3. Assists Teachers with conducting diagnostic pre and post testing to determine student academic functioning levels.
4. Helps to maintain order and discipline in classroom.
5. Maintains accurate and complete records as required by law, system policy, and administrative regulations.
6. Assists in upholding and enforcing school rules, administrative regulations, and policy.
7. Maintains all regulations for safety and security of self, students, and facility.
8. Observes all guidelines (both legal and ethical) pertaining to confidentiality.
9. Operates in a collegial manner with fellow professionals and para-professionals.

REPORTS TO: Supervisor at Coosa Valley Youth Services and at Anniston City Schools

TERMS OF EMPLOYMENT: Ten months (202 days) – PRO-RATED (Fund Source is Title I N&D)

SALARY: Per Board of Education Salary Schedule (pro-rated)

DEADLINE FOR RECEIVING APPLICATIONS OR RESUME IS UNTIL POSITION IS FILLED. PLEASE SEND APPLICATION OR CUIRRENT RESUME WITH PROOF OF QUALIFICATIONS TO:

Executive Director Mike Rollins  
Coosa Valley Youth Services  
P.O. Box 4519  
Anniston, AL 36204

**“STATEMENT OF POLICY “No person shall be denied employment, be excluded from participation in, be denied the benefits of, or subjected to discrimination in any program or activity, on the basis of sex, race, religion, national origin, or handicapping condition.”**