



Platte River Academy Job Description

Position: Instructional Aide/K8 SpEd Department

Reports to: Director of Academics

Overview:

The Aide position involves assisting teachers and students in various ways. The ideal candidate for this position thrives in a dynamic environment and has experience working with children or volunteering in schools. If you think you would enjoy positively contributing to our students' school experience while enhancing teachers' effectiveness, please apply for this position.

Responsibilities – Duties include but are not limited to:

Supporting teachers in the classroom

- Working with students individually or in small groups (Math, Reading, Writing)
- Assisting teachers with grading, preparing for instruction, and clerical tasks
- Being attentive to students' ability to meet expectations during classroom activities and/or pace of instruction

Providing supervision on the playground and in the lunchroom

- Monitor and direct large groups of students
- Promote positive behaviors and interactions among students
- Enforce PRA's expectations for behavior
- Respond to injuries and/or conflicts according to training and/or protocols

Experience and Knowledge

- Experience working with children preferred
- Basic skills with Apple technologies and Google apps and/or a willingness to learn
- Comfort with and willingness to establish positive relationships with all students
- Professional written and verbal communication skills with all stakeholders
- Ability to manage multiple tasks, projects, people and unexpected situations
- Commitment to PRA, our Core Values, and organizational success

Instructional Aide Job Description

Page 2

Physical Demands

- Constant lifting of five (5) to twenty (20) pounds
- Frequent lifting of twenty (20) to fifty (50) pounds
- Occasional lifting over fifty (50) pounds
- Constant bending, squatting, standing, reaching, sitting, walking, kneeling, crawling, stooping, repetitive motions and overhead work.

Evaluation and Compensation

- The employment cycle is as follows –
 - o Performance Review after 90 Days
 - o Contract Period – September 10, 2024 through May 31, 2025
 - o Job Classification – Non-Exempt
 - o Part-time – 5 hours per day - All student contact days + training days
 - o \$16.53-\$25.11 per hour base
 - o Sick leave based on 1 hour of leave per 30 hours worked

Please submit a resume and letter of interest to: kpratt@prak8.org with *IA Position* in the subject line. You may also mail documents to: Platte River Academy, Attn: **Kera Pratt**, 4085 Lark Sparrow Street, Highlands Ranch, CO 80126. To learn more about Platte River Academy, visit: www.prak8.org

Platte River Academy is an Equal Opportunity Employer and does not discriminate on the basis of race, age, gender, religious or sexual orientation.