



Platte River Academy Job Description

Position: Interim Instructional Aide (K8 Math Support) 24-25 SY

Reports to: Director of Academics/K8 Math Content Specialist

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)
- 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 and small 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 – February - May 2025
 - o Contract Period – February through May 2025
 - o Job Classification – Non-Exempt
 - o Part-time – 3 hours per day, 4 days per week - Student contact days + training days as needed
 - o \$16.65 - \$25.00 per hour base, based on experience
 - 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 Math 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.