

# SCHOOL DISTRICT OF ALACHUA COUNTY

## AIDE -- CURRICULUM RESOURCE TEACHER (CRT)

### JOB DESCRIPTION

**FLSA:** Non-Exempt      **BARGAINING UNIT ELIGIBILITY:** Yes  
**PAY** 23      **SALARY SCHEDULE:** Education Support Professionals  
**GRADE:**

#### QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) If assigned to assist with instruction, completion of a minimum of 60 college credit hours from an approved accredited educational institution; or Pass an accepted Para Pro Assessment.
- (3) Two (2) years successful clerical or aide experience as a teacher aide, preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and work with students and adults in a positive manner. Ability to communicate effectively both orally and in writing. English and mathematics skills. Ability to follow written and verbal instructions without close supervision. Knowledge of technology and ability to apply knowledge to assigned areas of responsibility. Ability to perform clerical tasks. Ability to plan and organize. Knowledge of operation of office and audio-visual equipment. Ability to establish and maintain effective working relationships with students, parents, staff, and administrators. Proficiency in the use of computers and specific software, including Word and Excel.

#### REPORTS TO:

Principal/designee

#### JOB GOAL

To provide effective assistance to the curriculum resource teacher with testing and maintenance of curriculum records.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Perform clerical duties and maintain records related to job assignment.
- \*(2) Assist with student screening and assessment.
- \*(3) Assist with specialized instruction/training for target students, as assigned.
- \*(4) Operate office equipment, computers and software.
- \*(5) Provide student supervision as assigned.
- \*(6) Provide instructional assistance as planned or coordinated by the teacher.
- \*(7) Adhere to applicable safety standards.
- \*(8) Assist in maintaining a clean and orderly environment.
- \*(9) Attend all staff meetings and workshops.
- \*(10) Be knowledgeable of and adhere to Board Policies and departmental procedures.

## AIDE -- CURRICULUM RESOURCE TEACHER (CRT) (Continued)

- \* (11) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- \* (12) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \* (13) Demonstrate initiative in the performance of assigned responsibilities.
- \* (14) Demonstrate support for the school district and its goals and priorities.
- \* (15) Exhibit interpersonal skills as an effective team member.
- \* (16) Follow attendance, punctuality and proper dress rules.
- \* (17) Maintain confidentiality regarding school/workplace matters.
- \* (18) Maintain expertise in assigned area.
- \* (19) Manage time efficiently.
- \* (20) Model and maintain high ethical standards.
- \* (21) Participate in cross-training activities as required.
- \* (22) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \* (23) Prepare all required reports and maintain updated and accurate records.
- \* (24) Represent the District in a positive and professional manner.
- \* (25) Respond to inquiries and concerns in a timely manner.
- (26) Perform other duties as assigned.
- \* (27) May be required to work beyond the 40-hour week.

*\*Essential Performance Responsibilities*

### PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

### TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### Job Description Addendum No. 04

Adopted 8/2/11