

INSTRUCTIONAL ASSISTANT-STUDY HALL

The Midwest Regional ESC is seeking a qualified candidate to fill the following position:

Position	Part-Time or Full-Time	Deadline to Apply	Start Date	Building/District Location	Special Requirements
Instructional Assistant – Study Hall	Full-Time 5 days/week (M-F) 7:00 a.m. to 3:00 p.m.	Until Filled	8/1/224	Sidney City Middle School	Must hold, or have the ability to obtain, a valid SBE Educational Aide Permit.

If you have questions regarding the position and/or building assignment, please contact Elaine Drumm, HR Manager at:

edrumm@mresc.org

To apply, please complete and submit an application by clicking the application link below. You may also upload any additional documentation (for example: resume, cover letter, licensure, etc.) during the application process.

[MRESC Application](#)

Please read below for a full job description for this position.

MIDWEST REGIONAL EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

- Title:** SIDNEY CITY SCHOOLS STUDY HALL AIDE
- Reports to:** Principal
- Job Objectives:** Maintains an environment conducive to learning. Follows established procedures to deal with students arriving without educational materials or who become disruptive during the study hall period.
- Minimum Qualifications:**
- High school diploma or equivalent.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - Provides documented evidence of a clear criminal record.
 - Hold or be qualified to obtain an Educational Aide Permit.
 - Demonstrated maturity and the ability to work with students and their families.
- Responsibilities and Essential Functions:**
- The following skills and duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.
- Monitors and controls students behavior to maintain an appropriate study hall environment. Ensures that all students have books or materials for the study period.
 - Provides close supervision and takes reasonable precautions to ensure student safety. Does not leave students unsupervised.
 - Determines seat assignments. Checks attendance lists to identify students who are absent. Maintains accurate attendance records. Records students present or absent during each study period.
 - Helps students with academic questions.
 - Follows approved procedures to permit students to go to the library, guidance office, meetings with teachers, etc. Verifies questionable requests. Maintains records to keep track of the location of each student assigned to the study hall.
 - Controls access to designated areas of the building (e.g., hallways, restrooms, etc.).
 - Communicates study hall rules to students. Maintains high standards for student conduct. Upholds the student conduct code according to district policy. Protects the due process rights of students. Promotes the proper care of school property.
 - Communicates high expectations for students and show an active interest in their progress. Provides positive feedback to motivate students to develop and maintain suitable study habits and appropriate behavior.
 - Firmly confronts undesirable behavior calmly and fairly. Report chronic discipline problems to the building principal or other authority without delay.
 - Strives to develop rapport with students, staff , parents, and the public. Responds to requests and complaints promptly and tactfully. Offers and accepts constructive suggestions diplomatically. Respects the personal confidences and privacy needs of individuals.
 - Reports evidence of suspected child abuse as required by law.
 - Participates in staff meetings and professional growth activities as directed.
 - Serves as a role model for students. Demonstrates personal integrity, responsibility, impartiality, respect, and courtesy.
 - Performs other specific job-related duties as directed.

**Abilities
Required:**

- Demonstrates professionalism and exemplary personal conduct.
- Displays an interest in students and enthusiasm for education.
- Uses interpersonal skills to promote a favorable image of the school district.
- Works cooperatively to support a successful team effort.
- Expresses ideas effectively using verbal, nonverbal, and writing skills.
- Carries out prescribed actions efficiently with limited supervision.
- Intervenes to avert problem situations and resolve conflicts.
- Lifts, carries, and/or moves classroom supplies and equipment.
- Travels to meetings and work assignments.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Interaction with disruptive and/or unruly individuals.
- Exposure to student commotion.
- Duties may require working under time constraints to meet deadlines.