# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>21068</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU Job Title</td>
<td>Instructional Aide</td>
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<tr>
<td>Campus Location</td>
<td>Tempe</td>
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<tr>
<td>Department Name</td>
<td>MLF Teachers College</td>
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<tr>
<td>Full-Time/Part-Time</td>
<td>Part-Time</td>
</tr>
<tr>
<td>Scope of Search</td>
<td>Open</td>
</tr>
<tr>
<td>Grant Funded Position</td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
</tr>
<tr>
<td>Close Date</td>
<td>March 18, 2016</td>
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</tbody>
</table>

## Job Description

Under the direction of the lead teacher, job responsibilities include: facilitate student learning during centers, outside play, small group activities, mealtimes, and individual student teacher interactions; assist with student progress monitoring and reporting, and support students with self-help skill and daily routines. This position will be contingent on continuation of funding.

## Minimum Qualifications

One year instructional aide or related experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

## Desired Qualifications

- Experience working with young children (2 years)
- Evidence of having a current CPR and first-aid certification

## Working Environment

- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse.
- Required to stand for varying lengths of time and travel moderate distances to perform work.
- Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds.

## Essential Duties

- Support preschool children during mealtimes, play and nap time.
- Lead classroom instruction and activities as requested by the teacher.
- Participate with the lead teacher in preparing and conducting parent conferences.
- Attend professional seminars and/or MLFTC.
- Attend additional preschool training in early childhood (in accordance with licensing and accreditation requirements).
- Assist in the implementation of lesson plans and individual education plans for children with special needs

**DAYS and SCHEDULE:** Facility is open Monday - Friday, 7:30am - 5:30pm. Working hours will vary.

| **Department Statement** | As one of America’s largest producers of teachers and as a leader in cultivating transformative school leaders in the nation’s PreK - 12 schools, ASU’s Mary Lou Fulton Teachers College (MLFTC) prepares 1,500+ teachers annually through its multiple preparation programs which include undergraduate and graduate degree programs offered through traditional and non-traditional pathways.

Mary Lou Fulton Teachers College continues to rise in the rankings of the nation’s top education graduate programs, climbing to No. 17 and tying with University of California-Berkeley and the University of Kansas according to the 2015 U. S. News & World Reports Best Graduate Schools rankings, released March 10, 2015. |
| **ASU Statement** | Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines.

ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation’s fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law. |
| **Employment Verification** | ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications. |
| **Background Check Statement** | ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent up successful passing of the background check. |
| Instructions to Apply | Application deadline is 3:00PM Arizona time on the date indicated.  
Resumes should clearly illustrate how prior knowledge and experience meet the minimum and desired qualifications stated in this requisition.  
Only electronic applications are accepted.  
ASU does not pay for travel expenses associated with interviews, unless otherwise indicated. |
|---|---|
| Instructions for ASU Online Employment Applications | • Go to the ASU Human Resources site: [https://cfo.asu.edu/hr-applicant](https://cfo.asu.edu/hr-applicant) and scroll down to apply for an ASU job now.  
• For staff positions click on **Internal Applicants** (for existing ASU employees) or **External Applicants** (you must create an ASU account or enter existing account information).  
• From the ASU Welcome page which is the new Talent Gateway (gives applicants several online options for the recruiting process), click on **Search Openings** to locate positions of interest.  
• From the Search Openings page, customize your search or simply click the **Search** button to view all ASU staff job openings.  
• From the Search Results page, scroll to positions of interest and click on the red Requisition ID **21068BR** at the left to apply.  
• From the Job Details page, review the posted job description and click the **Apply To Job** button to begin the online application process.  
Then, answer the questions to complete the ASU Kenexa online employment application ([Note-](#) you will be asked to submit your cover letter, resume and three personal references as part of the application process). |