

JOB DESCRIPTION

TITLE: Teacher's Aide

QUALIFICATIONS:

1. Associate's degree from a regionally accredited institution of higher education; completed 60 semester hours of college credit at a regionally accredited institution of higher education; passed the ETS ParaPro assessment; or passed the applicable ACT WorkKeys assessments; or hold Parapro license
2. Must have excellent oral and written communication skills to work with teachers, education support personnel, building administrators and the general public.
3. Enforce school regulations and policies in a professional manner.
4. Ability to maintain good working relationships with fellow employees and pupils.
5. Must be able to lift and carry up to 50 lbs.
6. Requires employee to have the ability to push/pull up to 10 lbs.
7. Must be detail oriented.

REPORTS TO: Teacher/Building Principal/District Superintendent

SUMMARY: This position is responsible for assisting the teacher in achieving objectives by working with the class, small groups or individual students to help them achieve the skill levels of the class as a whole.

PERFORMANCE RESPONSIBILITIES:

1. Supervise and support student throughout the school day in classes, lunch, playground, etc.
2. Discusses assigned duties with classroom teachers in order to coordinate instructional efforts.
3. Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations as needed.
4. Presents subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
5. Tutors and assists children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers.
6. Supervises students in classrooms, halls, cafeterias, school yards, and gymnasiums or on field trips.
7. Keeps a daily log of students' progress and any events that affect that progress.
8. Attends the parent-teacher conferences of students and attends all departmental and faculty meetings whenever needed.
9. Serves as a resource person, if and when requested, to the student personnel evaluation team conferring about one of the students to whom assigned.
10. Conducts demonstrations to teach such skills as sports, dancing and handicrafts.
11. Distributes teaching materials such as textbooks, workbooks, papers and pencils to students.
12. Distributes tests and homework assignments, and collects them when completed.
13. Enforces administration policies and rules governing students.

14. Grades homework and tests, and computes and records results, using answer sheets or electronic marking devices.
15. Completes required reports in a timely manner.
16. Teaches socially acceptable behavior, employing techniques such as behavior modification and positive reinforcement.
17. Works with students with multiple physical, mental and developmental disabilities.
18. Is familiar with and uses adaptive equipment including, communication equipment, wheel chairs, adaptive feeding tools, etc.
19. Assists students with self-care, hygiene and feeding as necessary.
20. May be required to perform tasks that students are not able to do so, i.e. taking notes, handling materials, holding books, etc.
21. May work with/handle resistive students.
22. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
23. Maintains a high level of ethical behavior and confidentiality of information about students as is expected of fully license teachers.
24. Assists the classroom teacher in other tasks necessary in maintaining a professional and positive classroom environment, and performs other teacher aide duties as may be assigned by the classroom teacher, administration or Board of Education.

Amended April 25, 2016

September 20, 2010