

TEACHER AIDE

POSITION TITLE:

Teacher Aide

PRIMARY FUNCTION:

To provide a well organized, smooth functioning class environment in which students can take full advantage of the instructional program and available resource materials.

KEY DUTIES:

Under the supervision of a certificated teacher, will assist by:

1. Preparing materials for the teacher
2. Monitoring and observing individual student's health related needs and concerns.
3. Reading and listening to individuals or small groups.
4. Planning and constructing bulletin boards and displays.
5. Taking attendance.
6. Assisting on field trips.
7. Correcting instructional materials and evaluations.
8. Typing, record keeping, filing and other clerical duties.
9. Assisting in supervising-playground, lunchroom, hallways, study areas, and other types of monitoring.
10. Performing general housekeeping duties in the classroom.
11. Participating in in-service training programs.
12. Assume any other task as may be assigned.

QUALIFICATION:

Preferably 60 hours of college credit (High School Education), a demonstrated aptitude for work to be performed, and a genuine interest in boys and girls.

ORGANIZATIONAL RESPONSIBILITY:

Will be responsible to the principal and supervised by the teacher and principal. [Will be required to respect student confidentiality as covered by applicable laws.]

WORK SCHEDULE:

7:30 a.m.– 3:15 p.m. Monday through Friday when school is in session and the two days prior to the first day of school for the students.

SALARY:

Salary will be set by the Board of Education annually.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to see, hear, and move quickly enough to provide for the safety and instructional needs of children. Must be able to articulate clearly; must be physically active and interactive throughout the school day, i.e. be able to stand for extended periods of time, stoop, bend, do light lifting, push, pull, step, and have good finger dexterity, etc.; have emotional coping skills appropriate for the management of student behavior; be able to tolerate environmental smells and substances commonly associated with children and educational institutions.