

PARAPROFESSIONAL/AIDE JOB DESCRIPTION

Tioga Public School District aides provide assistance to the classroom or special education teachers and to Tioga students. The paraprofessionals/aide role is to provide extra help and instruction to students under the supervision and instruction of the certified teacher(s). Paraprofessionals do not have primary teaching responsibilities. The immediate supervisor is the building principal.

Responsibilities:

1. Work with individual or small groups of students as determined by the certified teacher.
2. Reinforce concepts presented by the certified teacher(s).
3. Assist students with assignments, reading, listening, or any other activity as needed.
4. Observe and be prepared to report academic behavior and progress of student(s).
5. Informal assessments given as determined by certified teacher.
6. Occasionally assist the teacher in preparation activities—copying papers, bulletin boards, etc.
7. Attend meetings when asked.
8. Assist with supervision as determined by the building principal.
9. Refrain from cell phone use (talking, texting, checking social media) while supervising children.
10. Maintain confidentiality.
11. Assist teachers and staff members when needed.
12. Work as a team member in assigned building and be receptive to helping in the other building.
13. When appropriate, report student-created problems to the building principal and/or superintendent.
14. Take initiative and pride in daily work.
15. Assist staff members when help is needed in a friendly, timely manner.
16. Maintain a friendly, positive, respectful demeanor with students, staff, and parents.

End of Tioga PSD #15 Administrative Regulation DBCB-AR4.....Reviewed/Revised: 09/25/2017