

## **Teacher Aide Job Description**

**Purpose:** The Teacher Aide assists the instructor in creating a positive learning environment to facilitate the personal, social, and intellectual development of students. To accomplish these tasks, the Teacher Aide works closely with the staff and administration of the district.

**Responsible to:** Principal and classroom Teacher

**Payment rate:** According to Classified Salary Schedule

**Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Desire to continue career improvement by enhancing skills and job performance.

**Physical Requirements/Environmental Conditions:**

1. Must work in noisy and crowded environments, with numerous interruptions.
2. Requires stooping, bending, kneeling, reaching, and turning.

**All Employees are expected to:**

1. Support and work to implement the vision and mission of the district.
2. Observe and follow school district policies and ensure their activities conform to district guidelines.
4. Communicate and work effectively and cooperatively with members of the school district and community.
5. React to change and frequent interruptions in a productive and positive manner.

**Responsibilities:**

1. Assist in developing the personal, social, and intellectual development of students.
2. Assist in the instruction and supervision of students.
3. Assist students with remedial work.
4. Tutor students as directed.
5. Assist with small group instruction.
6. Monitor student progress.
7. Grade papers and assist with record keeping.
8. Prepare instructional materials and supplies for use.
9. Attend staff meetings and general staff meetings.
10. Assist in the maintenance and inventory of materials.
11. Work effectively with students, teachers, parents, community agencies, and other groups.
12. Implement and follow all school district policies during all activities.
13. Keep current on new information, innovative ideas and techniques.
14. Keep student information and records confidential.
15. Respond to information requests in a cooperative, courteous, and timely manner.
16. Implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
17. Perform such other duties as assigned from time to time.

**Term of Employment:** At will.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Board of Education Policy.

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Board President

**Reviewed and agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Employee