

**Job Description, Teacher Aide**

**AR-4240.9**

Teacher aides will be assigned by the building principal and supervised, and evaluated by the supervising teacher(s) in conjunction with the building principal. Their duties shall include the following:

- I. Assisting teachers in preparing instructional materials, correcting papers, student attendance, and room preparation.
- II. Tutoring and small group instruction as directed and supervised by a teacher.
- III. Assisting students with make-up work.
- IV. Performing supervisory duties, such as lunchroom, playground, halls, and classroom.
- V. Typing, drawing, writing and duplicating materials, preparing bulletin boards, and writing instructional material on chalkboards.
- VI. Maintaining a cooperative working relationship with all personnel, students, and patrons.
- VII. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
- VIII. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
- IX. Reads to students, listens to students read, and participates in other forms of oral communication with students.
- X. Assists students in the library or media center.
- XI. Checks notebooks, corrects papers, and supervises testing and make-up work, assigned by the teacher.
- XII. Alerts the regular teacher to any problem or special information about an individual student.
- XIII. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.

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XIV. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.

XV. Participates in in-service training programs, as assigned.

XVI. Assisting with inventory and ordering of supplies.

XVII. Performing other tasks and duties as assigned.

XVIII. Minimum physical requirements for the position:

ACTIVITY	SELDOM 0-10%	OCCASIONAL 11-35%	FREQUENT 36-65%	CONSTANT OVER 65%
Standing			X	
Walking			X	
Sitting		X		
Bending/ Stooping		X		
Reaching/ Pulling		X		
Combing		X		
Driving	S			
Lifting 40# Max.		X		
Carrying 25 ft.		X		
Manual Dexterity Tasks <sup>1</sup>			X	

<sup>1</sup> Operate A-V equipment (TV, VCR, various projectors, recorders), calculator and telephone. Knowledge of computer helpful.

XIX. Minimum educational preparation requirements.

A. High school diploma. Some college work preferred.

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- B. Previous successful work with school-age children preferred.
  - C. Must possess effective oral and written communication skills.
  - D. Must be skilled in human relations, leadership, and conflict management.
- XX. Work environment includes both inside and outside. May be exposed to some inclement weather.
- XXI. May be exposed to dust, including chalk dust, and communicable diseases.
- XXII. Elementary aides and those assistants assigned to staff working with students with handicapping conditions may have to assist students with buttoning coats, tying shoes, putting on overshoes, etc.

Legal Reference: §79-802 Employment of Teacher Aides

Reports to: Superintendent / Principal

Supervises: N/A

Evaluation: This position is evaluated by the superintendent / principal with assistance from teaching staff.

Terms of Employment: This is an at will employment position.