

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4  
Champaign, Illinois

Title: Teacher Aide

Qualifications:

1. Paraprofessional License or ability to obtain license
2. Ability to work cooperatively with staff, students, and parents
3. Possess good human relations and communication skills
4. Ability to lift 30 pounds or more
5. Ability to use approved student restraints
6. Ability to bend, stoop, turn, squat or lift in order to serve student needs

Reports To: Building Principal or Designee and Teacher(s) to Whom Assigned

Supervises: N/A

Objective: To assist the teacher(s) to whom assigned in a meaningful manner that will enhance the educational and social-emotional development of the students.

Performance Responsibilities:

- A. Is sensitive to the needs of students.
- B. Prepares materials and/or works under the supervision of the teacher(s).
- C. Reinforces concepts and skills introduced by the teacher(s).
- D. Works with small groups and with individual students.
- E. Assists in the daily supervision of students (bus-related services, inclusive programming, community training, physical education, lunch, etc.).
- F. Assists children with needed self-care skills (toileting, care of clothes, grooming, etc.), which may include bending, stooping, turning or lifting.
- G. Performs routine clerical tasks.
- H. Assists in maintaining an orderly and neat classroom.
- I. Attends faculty and special meetings as specified by the principal and/or teacher(s).
- J. Provides general support to the teacher(s) with whom he/she works.
- K. Follows building and classroom procedures established by the principal and teacher(s).
- L. Participates in professional development as directed by his/her supervisor.
- M. Performs other related duties as assigned by the teacher(s) and/or principal.

Terms of Employment: Work year to be established by the Board of Education; salary and benefits as stipulated in the collective bargaining agreement

Evaluation: Performance will be evaluated by the Building Principal or his/her designee with input from assigned teacher in accordance with the District's plan for evaluation of Educational Support Professionals (CESP)

Status: Created April 13, 2005  
Last Revised (with CESP input and consent) February 26, 2014