

TEACHER AIDE - SPECIAL EDUCATION

Job Description: Support Staff

Adopted 06.93; Revised 07.09; Revised 08.12

PAY SCALE: Teacher Aide

QUALIFICATIONS: Teacher aides shall be of good moral character and meet the health qualifications required of teachers. The building principals will attempt, through an initial training conference, to define the teacher aides' relationship to the professional staff. A minimum of sixty (60) college hours successfully completed, with official transcripts from an accredited university on file with the office of Human Resources.

REPORTS TO: Teachers to whom assigned and building administrators.

JOB GOALS: To assist classroom teachers in the instructional process, reinforcing instruction to individual or small groups of students in a classroom environment. Assist in the preparation of instructional materials and implementation of lesson plans and provide routine support. Assist students with academic and/or physical needs in order for students to access the educational environment.

TERMS OF EMPLOYMENT: 180 days, including holidays. Salary to be determined annually by the Board of Education and hours to be set at the time of employment.

EVALUATION: Performance will be evaluated annually prior to May 1 by the teacher and building principal. Evaluation forms shall be filed with the office of the Assistant Superintendent.

RESPONSIBILITIES:

Non-instructional (non-certificated) service aides are defined as persons who work directly, under supervision, on tasks, which are of a routine non-instructional nature. The purpose of hiring these individuals is to free teachers from routine duties to do a better job of teaching. The teacher remains the diagnostician for learning, the manager of learning experiences, and the decision maker in learning situations. Aides can assist in many nonprofessional activities, including relieving professional personnel of their responsibilities for the instructional program. They may also be used as substitute teachers.

Aides shall be assigned tasks within their interest and ability to perform adequately. They may perform such duties as taking attendance, filing, and keeping routine records; collecting funds and keeping accounts; correcting objective tests and making up lists and charts for the teacher showing pupil performance; supervising playground activities, lunchroom, lavatory periods, quiet activities, etc. under teacher supervision; helping children with their clothes and with construction of bulletin boards, displays, projects, etc.; mending books; making arrangements for field trips; escorting children to the nurse; listening to and sharing thoughts with children who need to talk to an adult; and any other duties assigned by the building principal.

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. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required for this job include close vision, distance vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Employee experiences constant interruptions and inflexible deadlines. The noise level in the environment is quiet to loud. Duties are performed primarily indoors and occasionally outdoors. Inter-district and out of town travel required as necessary for training and/or to carry out duties and responsibilities.

INSTRUCTIONAL PROCESS / RESPONSIBILITIES:

1. Assist the classroom teacher in arranging the learning environment, including assembling and putting materials on bulletin boards and/or other classroom learning displays and in keeping such displays current.
2. Under supervision of certificated teacher, prepare for classroom activities by distributing and collecting papers and other instructional materials for classroom instruction.
3. Assist students in completing classroom assignments, homework and projects. Assure student understanding of classroom rules and procedures and assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
4. Read to students, listen to students read and observe students reading abilities as assigned. Assist students with letter and word pronunciation and recognition. Assist students with math, spelling and writing exercises and assignments.
5. Assist assigned teacher with the implementation of lesson plans. Administer various tests as directed. Prepare mandated reports and documentation as required.
6. Tutor individual or small groups of students, reinforcing instruction as directed by the teacher. Monitor and oversee student drills, practice and assignments in various subjects. Confer with the teacher concerning lesson plans and materials to meet student needs and assist with the implementation of lesson plans.

CLASSROOM MANAGEMENT / RESPONSIBILITIES:

1. Perform a variety of clerical duties in support of classroom activities, such as preparing, typing, copying and filing instructional materials. Grade student tests and assignments, recording of grades and attendance, lunch reports and maintaining student records and files as assigned.
2. Operate and care for instructional equipment and materials as assigned by the teacher. This includes preparing the room for the activity, obtaining the required material and equipment, operation of the equipment and the return of all materials and equipment to storage.
3. Assist the certificated teacher with the supervision of students during non-instructional times, such as emergency drills, assemblies, cafeteria, restrooms, field trips, hallways, playground and bus loading / unloading activities.
4. Assist students with clothing, wash-up and toilet routines, including diapering if necessary.
5. Assist with lunch, snacks and other clean-up duties, as assigned.
6. Assure the health and safety of students by following established practices and procedures and maintain the learning environment in a safe, orderly and clean manner.
7. Observe and control behavior of students in the classroom according to approved procedures, monitor students during outdoor activities as directed, become familiar with student IEP goals and report progress regarding student performance and behavior to supervising teacher.

PROFESSIONAL RESPONSIBILITIES:

1. Participate in professional growth activities.
2. Participate in in-service training programs.
3. Follow the communicated policies and procedures of the school district.
4. Demonstrate professional responsibility and ethical behavior.
5. Assume responsibilities outside the classroom
6. Demonstrate the ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions and perform duties and tasks at expected levels of professionalism.
7. Demonstrate extensive knowledge of, and ability to, perform duties in full compliance with all district, Board of Education, State and Federal laws, methods, requirements, policies, procedures and activities pertinent to the duties of this position.
8. Demonstrate ability to work independently with minimum supervision.
9. Demonstrate ability to use independent judgment and initiative to act without being asked.
10. Demonstrate effective and appropriate interpersonal relationships with students, educational staff, parents and staff.
11. Respect the confidentiality of information regarding students and be discreet in dealing with parents and educational personnel.
12. Perform all other duties as assigned by supervisor(s).