

| **Job Title:** | **Teacher Aide**  |
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| **Supervisor:** | **Site Administrator**  | **Location:** All River Schools  |
| **Authorized Hours:** | 5.5 hours per day, M‐F (varies)  | **Classification:** Classified/Hourly  |
| **Days/Months:** | 9 months  | **Range:** C |

# General Responsibilities

The teacher assistant assists the teacher with grading, evaluating student work, and tutoring that supports the district’s curriculum and meets student needs. Must become “Highly Qualified” within 90 days of employment.

# Qualifications

**Education:** High school diploma or GED is required. Elementary and/or secondary education training preferred. **Must become Highly Qualified within 90 days of employment.**

**Experience:** Experience working with students at the appropriate grade level is required. Knowledge: Knowledge of high school level subjects required.

**Skills:** Proven proficiency in oral and written communication skills.

**Abilities:**

Must have the ability to pass the Paraprofessional Assessment within 90 days of hire to become “Highly Qualified”. Must have the ability to relate and work successfully with students, adults and work as a team in developing and delivering academic programs for students. Demonstrated ability to assist students in one or more subject areas, i.e. reading or math, may be requested.

# Example of Duties

1. Collaborates with the certified teacher in order to implement lesson plans. Provides special tutorial assistance as directed by the teacher.
2. Implements lesson plans and appropriate student activities.
3. Maintains bulletin boards and prepares written materials as directed.
4. Carries out supervision of students in a prompt and responsible manner to ensure a safe, nurturing, and healthful environment.
5. Other duties as assigned. *Please note this job description is not intended to cover or contain all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

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**Equipment Used**

Standard office equipment, including computer, printer, copy and fax machines, and other teaching related equipment.

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**Independent Decisions**

Decisions of a routine, job-­‐related nature.

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**Primary Working Contacts**

Daily contact with students and school staff; occasional contact with parents.

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**Responsibility for Cash, Equipment, Safety**

Safety of students under supervision in the classroom or playground.

# Supervision Received and Exercised

Receives daily assignments from the teacher or building principal.

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**Unusual Working Conditions**

None

# Evaluation

Annual written evaluation. Job performance is reviewed by the principal.

