

TEACHER AIDE

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for relieving schoolteachers of some of their duties, which although related to the teaching process, can be performed by non-professional personnel. This position differs from School Monitor in that the duties of Teacher Aide are more complex in nature. The work is performed under the direct supervision of the teacher or administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists teacher with various classroom activities;
Assists with supervision of students in the lunchroom;
Acts as playground attendant;
Assists students to and from buses;
Assists teacher in the preparation of materials for classes;
Proctors/assists with conducting examinations;
Performs clerical duties such as sorting, alphabetizing, filing, making copies, light typing, etc.,
May assist teachers in the correction of test papers, recording of grades and preparing statistical reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of classroom routine;
Working knowledge in specific fields where specialized duties are involved;
Ability to follow simple oral and written instructions;
Ability to establish good relationships with children and others;
Ability to perform the above mentioned activities indirectly related to the teaching process;
Clerical aptitude;
Neat personal appearance;
Ability to maintain discipline;
Tact;
Courtesy;
Good judgement;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None