

Policy No.: 412.01 R1  
Adopted: 04-13-2015  
Revised:

## JOB DESCRIPTION, TEACHER/SPED AIDE

The Teacher Aide is an "at will" employee assigned, supervised, and evaluated by the principal. Their duties shall include but not limited to the following:

All Teacher Aides -

1. Observes professional ethics and maintains confidentiality of sensitive information related to staff, students, and parents.
2. Assists teacher in routine classroom operation.
3. Implements/follows teacher's instructions of classroom procedures.
4. Tutoring any small group instruction as directed and supervised by a teacher.
5. Assisting students with make-up work.
6. Direct students into safe learning activities and functions, and assist in the shaping of appropriate social behaviors.
7. Performing supervisory duties, such as lunchroom, playground, and halls. Assist with supervisory duties in all classes and /or classrooms assigned, and on field trips.
8. Keyboarding, drawing, writing and duplicating materials, preparing bulletin boards, and preparing instructional material.
9. Establishing and maintaining a cooperative working relationship with all personnel, students, and patrons.
10. Performing other tasks and duties as assigned.
11. Works as a team member with other professionals.
12. Attend professional development as assigned.
13. Knowledge of:
  - A. Basic concepts of child growth and development, and developmental behavior characteristics pertaining to students in grades pre-school through age 21 including students with special learning needs and English language needs;
  - B. Student behavior management strategies and techniques;
  - C. Appropriate English usage, punctuation, spelling, and grammar;
  - D. Basic arithmetical concepts;
  - E. Routine record management, storage, and retrieval systems and procedures.

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14. Personal skills, qualities, abilities, and personality traits required for this position.
  - A. Possess effective oral and written communication skills.
  - B. Skilled in human relations, leadership, decision making, organization, priority setting, and conflict management.
  - C. Be able to face controversy, withstand pressure, participate in continued education activities, and have a goal—based philosophy for the duties performed.
  - D. Be positive, helpful, and have good time management skills because this position demands accuracy, promptness, long range planning, once a year duties, monthly duties, etc.
  - E. Demonstrate good personal qualities such as moral and ethical behavior, self—confidence, common sense, and good judgment, which will allow the individual to perform in the school at a high level of respect and trust.
  - F. Demonstrate an empathetic, patient, and receptive attitude toward students of varied age, ability and cultural backgrounds.
  - G. Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment.
  - H. Perform routine clerical tasks and operate a variety of educational and office related machines and equipment. Manage and guide student behavior.

Special Education Aides: In addition to the above duties and responsibilities the special education aide may have the following additional duties and responsibilities.

- Assisting in behavioral and physical conditions of the student (including Medicaid eligible students).
- Assists in meeting the medical needs of students.
- Feeds or helps students feed themselves, if necessary.
- Assisting children who may have neuromuscular disorders. This may require lifting, assisting in lifting, or assisting a child to move from one point to another.
- Assists students with toileting and other personal hygiene functions, if necessary.
- Assisting in preparation of written reports, including but not limited to progress reports and Individual Education Plans.
- Follow specific student educational plans.
- Work with students with a wide range of physical, mental, and social disabilities. This range includes students with mild academic difficulties to students who are severely intellectually impaired; students with mild physical disabilities to students who are unable to perform basic self-care; students who are shy and withdrawn to students who are acting out including physical

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15. Minimum educational preparation requirements.
  - A. High School Diploma or equivalent.
  - B. Previous successful work with school-age children preferred.
  - C. Associates degree; or a minimum of sixty hours of course work in an accredited college or university; or completed a state accepted para program.
  - D. A para may begin work but must complete a state accepted para program within twenty days after the first work day. This program must be completed on his/her own time and at his/her own expense.

16. Minimum physical requirements for all teacher aides.

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		
Climbing		X		
Driving	X			
Lifting 50# Max.			X	
Carrying 25 ft.			X	
Manual Dexterity Tasks'		X		

' Operate A-V equipment (TV, VCR, various projectors, recorders), calculator and telephone. Must possess knowledge of computer and other modern technology equipment.

17. Work environment includes both inside and outside. May be exposed to some inclement weather.
18. May be exposed to communicable diseases.
19. 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