

Jurisdiction: School Districts
Jurisdictional Class: Non-competitive
Adopted: 9/11/72
Revised: 2/15/01

TEACHER AIDE

DISTINGUISHING FEATURES OF THE CLASS: This entry-level position's main purpose is to relieve school teachers from that part of their duties which, while related to the teaching process, can be performed by non-professional personnel. The work is performed under direct supervision of a school teacher or teachers. The duties of this class differ from those of School Monitor due to the more complex nature of the assignments that are performed. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Relieves teachers of classroom duties for short periods by supervising students using prepared learning materials;
- Performs tasks of a clerical nature: operating copy machines, filing, preparing statistical reports, and recording information;
- Supervises students during lunch, recess, study halls, time-out/detention rooms, the loading and unloading of buses and in the school corridors;
- Proctors and otherwise helps to conduct exams. Assists teachers in correcting exams;
- Aides teachers with computer-related instruction;
- Aides teachers in the preparation of audio-visual materials and maintains audio-visual records;
- Distributes instructional materials to classrooms;
- Sets up instructional equipment including, but not limited to, projection, science laboratory, computer and audio-visual equipment;
- May assist students with instructional assignments and reinforcement activities using learning materials;
- May aid teachers in implementing testing modifications as designated;
- May aid teachers with remediating students' specific academic deficits.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good general intelligence; ability to establish good relationships with children; familiarity with classroom routine; ability to follow written and verbal instructions; good communication skills, both oral and written; above average clerical aptitude; ability to maintain discipline; physical condition commensurate with the demands of the position. In Special Education classes, successful completion of district-wide in-service training dealing with the unique needs of classified special education student is also required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.