

TEACHER'S AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is work performed in direct support of teaching personnel which involves a variety of clerical and physical non-teaching (non-instructional) duties. This position differs from the certificated position of Teaching Assistant in that incumbents of the Teacher Aide position shall not perform duties which are instructional or instructionally related. Instructionally-related duties include, but are not limited to, remediation and reinforcement of work already presented, such as one-to-one or group drill, interpretation of materials presented, demonstrating or explaining arts and crafts or manual skills, providing corrective feedback to students or feedback concerning students' learning to teachers, etc. Supervision and/or work direction is received from teaching personnel, not administrative or clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides direct support to teaching personnel by performing any combination of the following: grading papers when a scoring grid is provided, averaging grades, recording attendance, collecting money, preparing charts, making up lists, maintaining classroom files, making photocopies, maintaining bulletin boards, making posters, obtaining and returning reference materials, distributing materials and supplies, setting up audio-visual and laboratory presentations, etc.;

Provides physical aid to students by helping them with their clothing, personal cleanliness, lavatory visits, etc;

Supervises students by maintaining order in classroom, libraries, halls, lunchrooms and on school grounds.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of classroom routine; ability to get along with and understand children as well as adults; ability to follow oral and written instructions; ability to establish and maintain discipline.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.