

**TITLE: TEACHER AIDE**  
**REPORTS TO: Superintendent of Schools and Principal**  
**TERMS: School Year**  
**HOURS: Full-Time (Benefited) 8:15-3:15**  
**Part-time 8:30-3:00**

A teacher aide is a supporter of the students and teacher is seen as an extra pair of hands, an on-the-spot adapter, a communication tool as well as a data collector.

A teacher aide supports and assists students in general education classrooms, special education classrooms, resource centers, playgrounds, lunchrooms, therapy rooms, school buses, job sites and community locations, etc.

A teacher aide is expected to alert the teacher to any problem or special information about the students.

A teacher aide can be assigned to an entire classroom, to an individual student or a small group of students.

A teacher aide shall work under the supervision of a teacher or any other designated certificated professional to assist in the supervision of students in the classroom, cafeteria or playground; he/she may also be assigned general clerical duties. Teacher Aides may not be employed as substitute teacher, and are assigned at the discretion of the Superintendent.

**QUALIFICATIONS:** To qualify as a teacher aide a candidate must be approved by the County Superintendent following Board recommendation on the following basis.

Teacher aides are expected to:

- take the lead from the teacher
- alert the teacher to any problem or special information about the students
- attend all in-service programs
- be knowledgeable of ethics and respect of confidentiality
- refer all questions about any student to the teacher
- be familiar with medical issues for any child in the class (food allergies, seizures, etc.)
- be familiar with the behavior plan for a particular student and use it consistently
- be knowledgeable of any specific academic accommodations and modifications for any students
- be aware of classroom rules and behavior management programs
- be aware of student and class schedules
- be aware of therapeutic strategies and techniques appropriate for individual students
- have an understanding of various therapeutic services (OT, PT, Speech)
- learn therapeutic strategies and techniques appropriate for individual students
- carry out learned strategies and techniques in the classroom

Depending upon the assignment a teacher aide's duties may include but not be limited to:

- enabling student independence instead of completing student tasks
- informing the teacher of class activities and student performance
- implementing strategies in the general education classroom which have been developed by the special education teacher
- working with an individual child or a small group to reinforce material initially introduced by the teacher
- assisting in keeping student on task
- taking data
- correcting papers
- performing clerical assignments
- performing non-instructional classroom duties, such as snack time, toileting, and clothing routines, and escorting students to and from the bus
- preparing and organizing materials to support teaching and learning
- escorting students throughout the school building
- assisting students with personal care and activities of daily living
- setting up and operating assistive technology or other specialized equipment in the classroom
- repeating directions to individuals or small groups
- monitoring guided practice or independent work
- monitoring cooperative learning activities
- supervising independent work while the teacher works with other students in the classroom
- facilitating social interactions of students with language and social delays