

TEACHER AIDE JOB DESCRIPTION

TITLE: Teacher Aide

QUALIFICATIONS:

REPORTS TO: Building Principal

JOB GOAL: A teacher aide assists in non-instructional duties such as managing records, materials and equipment; attending to the physical needs of students, supervising students; and performing other services under the supervision of a teacher.

EXAMPLE RESPONSIBILITIES:

1. supervise children in classrooms while teachers meet with colleagues for planning purposes (congruence periods)
2. supervise "study hall" type activities
3. read to students
4. show a film
5. escort students to the library (or other location) and supervise while there
6. supervise independent practice
7. take attendance
8. check homework completion
9. correct objective tests (T/F, multiple choice, etc.) where the correction key is provided by the teacher
10. supervise playground or recess activities
11. address basic or emergency physical/safety/hygiene needs of students as needed
12. relay/read/repeat instructions provided by the teacher
13. monitor testing
14. respond to "basic" questions of students i.e. "common knowledge"
15. hall duty/bus duty/cafeteria duty

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16. clerical tasks
17. other miscellaneous tasks that might be performed by the typical untrained volunteer
18. other duties as assigned by the principal

Teacher Aides are not authorized to do the following:

1. introduce new material
2. correct essays or other evaluations where subjective opinion is required
3. plan lessons
4. evaluate pupil performance
5. initiate communication with parents regarding instructional issues or student progress

EXPECTATIONS:

EVALUATION: Building Principal

TERMS OF EMPLOYMENT: 10 months