



*"Learning, Leading, Innovating"*

## TEACHER'S AIDE

### **DEFINITION:**

Under the supervision of certificated personnel, to assist teachers in the supervision and instruction of children, relieving the supervisor of routine clerical and authorized instructional duties; performs related work as assigned.

### **PERSONAL CHARACTERISTICS:**

Should possess the personal characteristics generally recognized as essential for good public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and ability to work cooperatively with others.

### **EXAMPLES OF DUTIES:**

- Listens to and drills individuals or small groups of students in reading, spelling, mathematics, and other subjects according to instructions and guidance from a teacher; E
- Performs a variety of routine and record keeping activities such as taking roll, collecting monies, filling out forms and applications, correcting papers; E
- Assists the teacher in maintaining classroom discipline; E
- Sets up and arranges supplies and equipment in classroom for student use; E
- Prepares labels, charts, bulletin boards, and displays as instructed; decorates classrooms. E
- Operates various office equipment such as a typewriter and mimeograph machine; E
- Operates audio-visual equipment; E
- Observes activities of children on the playground or in the cafeteria and maintains order; E
- Performs other related duties as assigned.

### **QUALIFICATIONS:**

#### **Knowledge of:**

- The general needs and behavior of children and have correct English usage, spelling, grammar and punctuation.

#### **Ability to:**

- Perform routine clerical work;
- Operate a typewriter;
- Understand and carry out oral and written directions;
- Work independently with children after oral or written directions are received;
- Demonstrate basic reading, language, and math proficiency on an appropriate test selected by the district;
- Maintain cooperative, effective relationships with those contacted in the course of work.

### **EXPERIENCE:**

One (1) year of general clerical experience or some work involving contact with children, preferably including knowledge of the subject matter taught in the classroom.

### **EDUCATION:**

Equivalent to completion of the twelfth grade. Obtain a passing score on the proficiency test in English, Math and Reading. Documentation of AA degree or 48 units.

**WORKING CONDITIONS:**

**Environment:** Classroom environment. Some outdoor environment.

**Physical Abilities:** Seeing to monitor student behavior during classroom activities, hearing and speaking to exchange information related to classroom assignments, bending at the waist, kneeling, standing and walking for extended periods of time, and jumping, running, hopping and skipping to participate with children in activities.

**LENGTH OF SERVICE:**

Ten (10) month position.

**HOURS:**

**SALARY:**

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*