

## PANHANDLE AREA EDUCATIONAL CONSORTIUM

### JOB DESCRIPTION

#### TEACHER AIDE

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Computer proficiency preferred

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and work with students and adults in a positive manner. Demonstrate effective oral and written communication skills. Possess basic English and mathematics skills. Ability to follow written and verbal instructions. Basic knowledge of technology and ability to apply knowledge to assigned area of responsibilities. Ability to perform clerical tasks. Planning and organizational skills. Knowledge of operation of office and audio-visual equipment. Ability to work cooperatively with colleagues. Willing to attend training and in-service relevant to responsibilities of assigned area.

#### REPORTS TO:

Teacher / Principal

#### JOB GOAL

To assist the teacher and / or other school personnel by performing assigned tasks in order to provide a quality educational program for students.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Assist the teacher(s) in preparing materials and equipment for direct instructional activity, including locating, copying, collating, distributing, and/or grouping materials supporting instructional activities pre-planned by the teacher.
- \* (2) Schedule space for specialized instructional programs and coordinate the arrangement of equipment, desk, tables, chairs, activity areas and the like.
- \* (3) Examine long and short term unit plans prepared by the teacher and anticipate the need for specific supplies and materials.
- \* (4) Lead small group activity, following appropriate training, planned by the teacher in an atmosphere where students are actively engaged in meaningful learning experiences.
- \* (5) Assist the teacher in preparing for changing curriculum to meet the needs of students with diverse cultural and socio-economic backgrounds, learning styles, and special needs.
- \* (6) Maintain a clean and orderly environment for students.
- \* (7) Assist in the implementation of appropriate student behavior management techniques.
- \* (8) Treat students and adults with consideration and respect.
- \* (9) Encourage students to do their best.
- \* (10) Manage time efficiently.
- \* (11) Provide student supervision as assigned, following appropriate training.
- \* (12) Assist in maintaining the security of records, materials and equipment.

## TEACHER AIDE (Continued)

- \*(13) Assist the teacher in the enforcement of classroom rules and the maintenance of appropriate records.
- \*(14) Assist in assessing student progress as directed, including proctoring the administration of tests, the marking of papers, and the maintaining confidential records.
- \*(15) Assist in evaluating program effectiveness; seek and suggest ways of continuous improvement
- \*(16) Assist as assigned in the collection of assessment data from a variety of sources and in compiling and organizing data for review by the teacher.
- \*(17) Assist the teacher in completing requirements for grade reporting, scheduling conferences, and recording results.
- \*(18) Provide instructional assistance as planned or coordinated by the teacher or administrator.
- \*(19) Assist students with personal hygiene, health and safety issues, or grooming if required.
- \*(20) Use classroom management techniques conducive to an effective classroom environment.
- \*(21) Perform assigned clerical and bookkeeping duties.
- \*(22) Prepare and maintain requested / required reports and records.
- \*(23) Work closely with teacher or other professionals.
- \*(24) Assist in maintaining positive relationships between the school and parents.
- \*(25) Demonstrate support for teamwork.
- \*(26) Communicate effectively orally and in writing.
- \*(27) Collaborate with peers to create quality instructional environment.
- \*(28) Participate in training programs and in-service.
- \*(29) Assist peers in acquiring knowledge and understanding of particular area of responsibility.
- \*(30) Determine career goals, conduct a personal assessment and develop a systematic plan including goals and time tables.
- \*(31) Participate in all required pre-service training activity
- \*(32) Maintain confidentiality regarding student information.
- \*(33) Use effective, positive interpersonal skills.
- \*(34) Demonstrate integrity through ethical behavior.
- \*(35) Perform job responsibilities in a timely and consistent manner.
- \*(36) Recognize and remain sensitive to the individual needs and differences of students and adjust service delivery accordingly.
- \*(37) Exhibit attention to punctuality, attendance, accuracy and thoroughness.
- \*(38) Ensure that actions contribute to continuous growth and achievement appropriate for age group, subject area and / or student program classification to be served.
- \*(39) Assist the teacher in maintaining the records which document student performance.
- (40) Perform other incidental tasks consistent with the goals and objectives of this position.

### PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. **Maybe medium or heavy work depending on the particular assignment.**

### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**TEACHER AIDE (Continued)**