

- TITLE:** Teacher Aide II & III
- QUALIFICATIONS:**
1. College Degree (III) high school diploma or equivalent (II).
 2. Demonstrated aptitude for work to be performed.
 3. Such alternatives to the above qualifications as are determined to be appropriate and acceptable.
- REPORTS TO:** Supervising Teacher
- JOB GOAL:** To provide a well organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials.
- ESSENTIAL FUNCTIONS:**
1. Under supervision of licensed teacher, prepare for classroom activities.
 2. Work with small groups of students to reinforce materials initially introduced by the teacher.
 3. Assist individual students in need of special attention.
 4. Perform clerical duties as assigned by the teacher.
 5. Guide independent study, enrichment work, and remedial work set up by the teacher.
 6. Set up and operate audiovisual equipment.
 7. Assist teacher with non-instructional classroom duties, such as snack, toilet, and clothing routines.
 8. Check notebooks, correct papers, and supervise testing and make-up work.
 9. Assist in drill work.
 10. Assist with reading and storytelling.
 11. Assist small groups of students under teacher's supervision in library work.
 12. Participate in inservice training programs.
 13. Assume responsibility for maintaining classroom control when the cooperating teacher is out of the classroom for short periods of time.
- PHYSICAL REQUIREMENTS:**
1. Talking: Expressing or exchanging ideas by means of the spoken word.
 2. Hearing: Ability to receive detailed information through oral communication.
 3. Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Work involves sitting most of the time.

4. Minimum standard based on the criteria of accuracy and neatness of work for teachers.
5. The worker is not substantially exposed to adverse environmental conditions.

TERM OF EMPLOYMENT: Nine (9) months

SALARY RANGE: CLASSIFICATION LEVEL B (II) C (III)

EVALUATION: Performance of this job will be evaluated by the supervising teacher and the building principal.

Revised 4/94