

TEACHER AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for relieving school teachers of that part of their duties, which while related to the teaching process, can be performed by non-professional personnel. The duties of this class differ from those of School Monitor due to the complex nature of the assignments that are performed. The duties and responsibilities may vary at different grade levels. The work is performed under the general supervision of the School Principal or a member of the teaching staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists in setting up classroom equipment for various classroom activities;
Proctors and otherwise helps to conduct examinations;
Works with individuals or small groups to review progress in remedial reading, mathematics comprehension, spelling and other subjects;
Occasionally oversees class when teacher is out of the room;
Assists teachers with study hall, corridor, lunchroom and other monitorial duties;
Fills out, copies or types reports, etc. from various rough drafts;
Assists in routine classroom housekeeping chores;
Organizes and participates in group games and related activities;
Assists teachers and students in selecting supplementary materials from the library;
May assist teachers in the correction of various test papers, recording of grades, maintaining files and preparing statistical reports;
May be assigned to assist handicapped students to take notes, gather books, and aid them with other school related activities;
May read to children in lower grades.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Familiarity with classroom routine; good background or knowledge of specific field where specialized duties are involved; above-average clerical aptitude; ability to establish good relationships with students, teachers, and co-workers; ability to communicate effectively; ability to establish and maintain discipline; good judgement; tact; resourcefulness; courtesy.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, and knowledge in particular field where specialized duties are involved.