

JOB DESCRIPTION

TITLE: Classroom Aide

TERMS OF EMPLOYMENT:

- 176 day contract
- Board of Education approved school calendar

QUALIFICATIONS:

1. Associates Degree or 60 hours of college credit

SUPERVISOR:

Classroom Teacher and Building Administrator

JOB REQUIREMENT:

- To promote and support a well-organized, smoothly functioning classroom environment in which students can take full advantage of the instructional program and available resources.
- To provide immediate and direct support to the classroom teacher in providing students' instructional programs.

PERFORMANCE RESPONSIBILITIES:

1. Follows district, building, and classroom policies, procedures, regulations, and attendance standards.
2. Strives to implement the district's philosophy of educational and instructional goals and objectives under the supervision of the classroom teacher.
3. Works with individual students or in small groups of students to reinforce learning of materials or skills initially introduced by the teacher.
4. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual needs, interests, and abilities.
5. Operates and cares for equipment used in the classroom for instructional purposes.

6. Helps students master instructional objectives assigned by the teacher.
7. Monitors student work and assists within the regular classroom.
8. Assists with independent study and remedial work as assigned by the teacher.
9. Checks notebooks, corrects papers, supervises testing and make-up work, and performs other classroom clerical work as assigned by the teacher.
10. Assists with all routines in the classroom.
11. Serves as the chief source of information and assistance to a substitute teacher assigned in the absence of the regular classroom teacher.
12. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected for classroom teachers.
13. Participates in all in-service training programs, SIP activities, and other professional development activities when approved by administration.
14. Identifies and assists students without teacher direction.
15. Spends a high level of time in direct student contact.
16. Discusses student progress with the classroom teacher at the completion of the day's assigned lesson.
17. Collects data for purposes of monitoring student achievement and growth.
19. Assumes the responsibility for other matters as may be assigned from time to time by the building administration.

EVALUATION:

Performance of this job description will be evaluated by tools approved by the Board of Education.

6-19-15