Updated 7/22/19

**Title:** **Teacher’s Aide**

Supervisor/Evaluator: Superintendent or designee

Terms of Employment: Job placement/assignment varies. Typical daily schedule also varies, but work days are primarily during the school year on days with student attendance (7:45 a.m.-3:15 p.m.), 30 minute duty free lunch, and leaves are determined by Board Policy 5:330 (less than 12-month support staff).

Job Tasks/Responsibilities:

* Work closely and cooperatively with classroom teacher
* Communicate effectively with supervisor and other related staff
* Demonstrate flexibility and willingness to take on various tasks as needed
* Assist classroom teacher with the implementation of lesson plans
* Assist classroom teacher with the set up and design of the learning environment
* Support students and positively impact the learning environment
* Become knowledgeable and attentive to students’ needs
* Assist students with assignments, projects, and/or homework
* Provide direct assistance for students
* Supervise students in an active and engaged manner
* Administer and/or assist with various tests and/or assessments as assigned
* Assist substitute teachers with daily routines and protocols
* When applicable, assist with implementation of IEP accommodations and/or behavior management plans
* Interact positively and professionally with all District stakeholders
* Maintain confidentiality in regards to student and staff situations
* Attend work in a timely manner on a daily basis
* Demonstrate professional responsibility, appropriate and reasonable judgment, and ethical behavior
* All other duties as assigned considered as “other”