

TEACHER AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting school teachers in the performance of their teaching functions by performing a variety of non-professional activities which, while related to the teaching process, can be done by non-professional personnel. This class differs from that of a School Monitor in that the activities performed by a Teacher Aide are generally more complex and require specific skills or abilities. Remedial assistance is provided to students who require additional training and exercise in certain subject matters following guidelines established by the classroom teacher. The work is performed under the general supervision of the teacher concerned. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Assists teachers in the correction of test papers, recording of grades, maintaining basic student files and preparing statistical reports; Occasionally oversees class when the teacher is out of the room; Assists teachers with study hall, corridor, lunchroom and other monitoring duties; Fills out, copies, types or dittos forms, reports and stencils from various rough drafts; Assists in routine classroom housekeeping chores; May organize and participate in group games and related activities; Assists teachers and students in selecting supplementary materials from the library; Helps to set up science laboratory equipment, conducts experiments and performs limited review of student laboratory reports; Reads to and plays records for children in lower grades; Proctors and otherwise helps to conduct examinations; May give close supervision to children in special classes; May assist teachers with preparation of instructional materials and bulletin boards.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good general intelligence; Familiarity with classroom routine; Ability to establish good relationships with students, teachers and co-workers; Ability to communicate effectively; Ability to establish and maintain discipline; Tact; Courtesy; Dependability; Good judgment; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

Revised: 4/17/84

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