

Jurisdictional Class: Competitive; Non-Competitive in Schools and Special Districts
Adopted: March 19, 2009
Revised: August 20, 2010

TEACHER AIDE/STUDENT AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a school district and involves responsibility for relieving teachers of that part of their duties which, while related to the teaching process, can be performed by non-professional personnel. The work often requires specific skills or abilities which will vary depending on the grade level or student(s) to which an incumbent is assigned. The position may involve responsibility for assisting the full classroom of students or may be assigned the responsibility of aiding one or more students as prescribed in their Individual Education Plan (IEP) throughout the school day in each classroom, in moving between classes, during activities, during their lunch, and while getting on and off the school buses. The work is performed under the direction of a teacher or other professional school staff with leeway permitted for exercising independent judgment in carrying out the details of the work according to established policies and procedures. Supervision over the work of others is not a responsibility of this position. The incumbent performs lower-level school monitor duties as required. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists teachers in routine classroom preparation duties, such as making student folders, making charts, schedules, posters, and bulletin boards at the direction of the teacher;

Helps teachers to set up classroom by distributing and/or gathering materials, making photocopies of materials for classes and lessons, and setting up of equipment;

Assists teachers in demonstrating the proper use of vocational tools and equipment;

Assists in overseeing technical operations of laboratory and/or classroom equipment;

If assigned to a student or students, assists assigned student(s) to and from the school bus upon arrival and dismissal, accompanies assigned student(s) to classrooms, between classrooms, up and down stairs, and through hallways, aids the student(s) at his/her desk and in activities throughout the school day including eating meals and with toilet activities;

Relieves teachers of study hall, corridor, lunchroom, recreation, recess, and other school monitor duties as well as escorting students to and from buses, classrooms, bathrooms, and lunchroom;

Aids student(s) with clothing, arranging locker, and related activities;

Participates in development of a student's individualized education program with teachers, parents, and building staff;

May work with school's Physical Therapist and classroom teachers in implementing recommended activities and to promote improved motor control and coordination of student(s);

As directed by the teacher, assists in keeping simple records for the classroom such as recording grades, completion of homework assignments, attendance and lunch counts, and if assigned to a student(s), prepares simple records and reports on the student's progress;

Reads and tells stories to children in lower grades;

Listens to students read and works with students in reviewing flash cards or note materials in small groups or on a one-on-one basis;

Assists teachers in the correction of papers;

Assists in maintaining files and supplies and in preparing routine reports;

Helps maintain discipline and structure within the classroom;

Provides a good example to students as in the areas of cleanliness and proper manners;

Teacher Aide/Student Aide

Assists teachers by helping students stay focused, pay attention, and participate by reminding students to listen when the teacher is giving directions;
Assists in routine classroom housekeeping chores;
Assists in implementing good behavior management routines and techniques;
Organizes and participates in group games and related activities as directed by the teacher;
Assists teachers in helping students prepare for dismissal by helping students gather belongings;
May have bus duty involving the monitoring of students unloading and boarding bus;
May assist teachers and students in selecting materials in the library or in computer operation;
May write down homework and take class notes for student(s);
May occasionally act as a receptionist and/or answer phone.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of classroom routine;
Ability to establish good working relationships with children, teachers, and others;
Good background or knowledge in specific field where specialized duties are involved;
Ability to communicate effectively;
Ability to aid students with clothing, eating, and toilet activities;
Ability to establish and maintain discipline;
Patience and resourcefulness;
Clerical aptitude;
Resourcefulness in conducting non-teaching activities
Sound judgment.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma; or
- (b) One (1) year of experience as a Teacher Aide, Student Aide, or School Monitor in a public or private school system; or
- (c) One (1) year of experience and/or training aiding the physically disabled in daily living activities; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.