



## Job Description Teacher Aide

### General Responsibilities:

The primary role of the teacher aide is to provide instructional assistance and support to students **under the direction of the classroom teacher**. This may include, but is not limited to, the following tasks:

- Assist in providing individual and small group instruction
- Assist with large group instruction such as circle time, morning meeting, etc. as needed
- Assist in establishing and maintaining standards of student behavior.
- Assist in the preparation of instructional materials and support their use by students
- Help plan daily and long-range lessons and classroom activities as directed by the teacher
- Alert the teacher to special needs of individual students
- Check students' work for compliance with teacher's instructions
- Help maintain individual records for each student
- Help to keep students on task and engaged with instruction or individual work
- Assist the classroom teacher in creating an environment that is conducive to learning and appropriate to the maturity and interests of the students
- Direct all parent questions concerning academics, behavior, progress, etc. to the teacher
- Provide supervision for students in the absence of the teacher
- Assist students in the use of technology and classroom equipment
- Greet students upon arrival to school and assist with morning work tasks

The secondary role of the teacher aide is to perform a variety of administrative tasks as directed by the teacher. This may include, but is not limited to, the following tasks:

- Photocopy instructional materials, newsletters, etc.
- Check and maintain daily student folders/notebooks for parent communication, homework
- Keep records for attendance, field trips, collection of money, completion of homework
- Answer parent communication concerning non-academic/behavioral questions as directed by the teacher
- Select and check out library materials for teacher's use
- Provide escort and supervision to students as needed to resource classes, playground, lunchroom, etc.
- Assist with the display of student work, classroom decoration, or bulletin boards

**Professionalism:**

- Model a love for Christ and demonstrate spiritual maturity
- Maintain a positive and collaborative rapport with faculty, staff, and administration
- Maintain a clean, modest professional appearance in accordance with school policy
- Demonstrate an understanding of the intellectual, spiritual, physical, and social developmental needs of young children and interact with students using respect, consideration, and appropriate discipline
- Accept evaluation and redirection and make necessary changes or adjustments if needed
- Communicate effectively with students, parents, and co-workers.
- Be punctual, and dependable in regard to attendance including notifying appropriate staff of absence or tardiness
- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, kindness, perseverance and self-control

**Knowledge, Skills, and Abilities**

- General knowledge of the practices, methods, and techniques used in classroom teaching
- Ability to maintain confidential files and information
- Ability to deal effectively with students and co-workers
- Skill in the use of technology, and instructional equipment
- Ability to establish and maintain effective working relationships with teachers, parents, and students