

TITLE: Teacher Aide - Clerical

QUALIFICATIONS: 1. High School diploma
2. Demonstrated aptitude for the work to be performed
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Teacher

JOB GOAL: To provide a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials.

PERFORMANCE RESPONSIBILITIES:

1. Assists with lunch, snack, and clean-up routines as assigned by the building principal.
2. Helps with clothing and other individual student's personal needs.
3. Under supervision of certified teacher, prepares for classroom activities.
4. Performs filing, grading, and record-keeping work.
5. Assists in preparing class displays and bulletin boards.
6. Cares for equipment.
7. Assists teacher with classroom activities.
8. Assists teacher in duties relating to the supervision of playground, study hall, cafeteria, and bus loading activities.
9. Participates in inservice training programs.
10. Does all duties under the direct supervision of a certified teacher.

TERMS OF EMPLOYMENT: 180 days

EVALUATION: Job performance will be evaluated annually by the supervising principal.

APPROVED BY: _____ DATE: _____

REVIEWED AND AGREED TO BY: _____ DATE: _____