



Job Description

Teacher Aide- Early Childhood

Employment Status: Full-Time

FLSA Status: Non-Exempt

Calendar: 185 Days

Experience Required: Experience working with children is preferred.

Minimum Education Requirements: Associate degree in related field.

Department: Aides/Paraprofessional.

Direct Supervisor: Building Principal.

Primary Work Location: School setting.

Certification: Child Development Associate (CDA) or willing to complete the requirements of a CDA within 2 years of hire.

Job Summary: Assist the teacher in achieving teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Work with individual students or small groups of students, under the direct supervision of the teacher, to reinforce learning of material or skills initially introduced by the teacher.
- Assist the teacher by reinforcing skills based on an understanding of individual students, their needs, interests, and abilities.
- Help students master equipment or instructional materials assigned by the teacher.
- Guide independent study, enrichment work, and remedial work set up and assigned by the teacher.
- Assist with the supervision of students during emergency drills, play periods, assemblies, and field trips.
- Assist with large group activities as drill work, reading aloud, and story-telling.
- Read to students, listen to students read, and participate in other forms of oral communication with students.
- Assist with classroom routines such as checking attendance, duplicating materials, collecting money, washing up, and helping students with clothing.
- Alert the regular teacher to any problem or special information about an individual student.
- Serve as the chief source of information and help the substitute teacher assigned in the absence of the regular teacher.
- Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
- Participate in in-service training programs, as assigned.
- Perform related work as required.

Knowledge, Skills, and Abilities (KSA's) for Position



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An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Special education compliance standards and indicators.
- Policies and procedures of the classroom environment.
- Behavior management procedures.
- Software applications including MS Word, Excel, and PowerPoint.

Skills

- Strong written and oral communications and relational skills.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.
- Teaching social interaction and play skills.

Abilities

- Capable of physically assisting students with special needs as required.
- Work cooperatively with others.
- Patience and assisting with self-help training.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Be proactive on matters of health and safety of the children.
- Lift up to 50 pounds.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- May be required to work outdoors for special events depending on assignment.
- Effectively welcome and embrace differences among employees and students.
- Must be able to successfully complete a background investigation.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Effective Date:



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Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date