

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
Office of Human Resources

**JOB DESCRIPTION**

**I. TITLE**

Teacher Aide

**II. PRIMARY FUNCTION**

Under the direct supervision of the principal, perform non-certified duties and assist the teacher in maintaining appropriate classroom activities and environment so that students may learn effectively.

**III. REPORTS TO**

Principal/Supervisor/Classroom Teacher

**IV. QUALIFICATIONS**

- High school diploma
- Successful experience working with children
- Other educational experience and background experience preferred
- Good physical health and ability to perform assigned duties
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

**V. MAJOR DUTIES AND RESPONSIBILITIES**

- Works with small groups or individual students under the supervision of certified staff
- Completes clerical duties as assigned by the classroom teacher
- Assists, where appropriate, in loading and unloading students from transportation busses or vans
- Provides escort and assistance to children as necessary
- Assists students, when necessary, with toileting or other life skills needs
- Relieves teachers of duties that do not require professional training, e.g., arranging materials for classes, arranging bulletin board displays, operation audio-visual equipment, collating instructional materials
- Performs such other duties as may be assigned by the Superintendent or designee

**VI. TERMS OF EMPLOYMENT**

Work year and salary as per BOE/ESEA contract

/ib  
Job Description/Section VIII TEACHER AIDE

APPROVED: November 22, 2010