



# SELMA CITY SCHOOLS

OFFICE OF THE  
SUPERINTENDENT

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## SELMA CITY SCHOOLS

### JOB DESCRIPTION

**Position Title:** Teacher Aide

**Department of Unit:** School Assignment

**Reports To:** Teacher

**Supervises:** None

**Job Summary:** Assists the teacher by working with individual students of small groups to help them achieve the skill levels of the class as a whole.

#### **Typical Duties:**

1. Administers, scores, and records achievement and diagnostic tests recommended by the teacher for individual students.
2. Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced by the teacher.
3. Assists students' learning processes by using specialized skills, such as sign language, foreign language, etc.
4. Displays personal conduct which sets an example for students to emulate.
5. Performs various clerical functions as needed, such as copying, typing dittos, etc.
6. Checks notebooks, corrects papers, and supervises testing and makeup work, as assigned by the teacher.
7. Assists with large group activities, such as field trips, cafeteria, etc.
8. Performs other duties as required.

**Minimum Requirements:**

1. High School diploma or equivalency.
2. Extensive experience with children.
3. Expertise in area of specialization.

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I have received and read my job description, and I fully understand and accept the duties and responsibilities of my position.

\_\_\_\_\_  
Aide's Signature

\_\_\_\_\_  
Date

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