BUTLER COUNTY SCHOOLS

TEACHER AIDE

JOB DESCRIPTION

QUALIFICATIONS:

(1) High school diploma or equivalent.
(2) Successful experience working with children.
(3) Two (2) years of college experience preferred.
(4) If assigned to a Title I school, also meet the requirements for the No Child Left Behind Act:
  (a) Two years of study at an institution of higher education; or
  (b) Associate's or higher degree; or
  (c) Knowledge and ability to assist in instruction in core subjects as verified by a rigorous state or local assessment.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and work with students and adults in a positive manner. Demonstrate effective oral and written communication skills. Possess basic English and mathematics skills. Ability to follow written and verbal instructions. Basic knowledge of technology and ability to apply knowledge to assigned areas of responsibility. Ability to perform clerical tasks. Ability to plan and organize. Knowledge of operation of office and audio-visual equipment. Ability to work cooperatively with colleagues. Ability to be flexible. Ability to maintain confidentiality.

REPORTS TO:

Supervising Teacher

JOB GOAL

To assist the teacher and/or other school personnel by performing assigned tasks.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

* (1) Assist the teacher(s) in preparing materials and equipment for direct instructional activity, including locating, copying, collating, distributing and/or grouping materials to support instructional activities pre-planned by the teacher.
* (2) Examine short- and long-term unit plans prepared by the teacher and anticipate the need for specific supplies and materials.
* (3) Follow appropriate training and lead small group activities planned by the teacher in an atmosphere where students are actively engaged in meaningful learning experiences.
* (4) Assist the teacher in preparing for changing curriculum to meet the needs of students with diverse cultural and socio-economic backgrounds, learning styles and special needs.
* (5) Maintain a clean and orderly environment for students.
* (6) Manage the computer lab or computer assisted instruction in the classroom.
* (7) Assist teacher with student supervision as assigned.
* (8) Assist in maintaining the security of records, materials and equipment.
* (9) Assist the teacher in the enforcement of classroom rules and the maintenance of appropriate records.

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TEACHER AIDE (Continued)

* (10) Assist in assessing student progress as directed, including proctoring the administration of tests and the maintaining of confidential records.
* (11) Provide instructional assistance as planned or coordinated by the teacher.
* (12) Communicate effectively with the staff members, students, parents, administrators and other contact persons using tact and good judgment.
* (13) Follow attendance, punctuality and proper dress rules.
* (14) Ensure adherence to good safety standards.
* (15) Maintain confidentiality regarding school/workplace matters.
* (16) Model and maintain high ethical standards.
* (17) Demonstrate initiative in the performance of assigned responsibilities.
* (18) Maintain expertise in assigned area to fulfill project goals and objectives.
* (19) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
* (20) Keep supervisor informed of potential problems or unusual events.
* (21) Respond to inquiries and concerns in a timely manner.
* (22) Exhibit interpersonal skills to work as an effective team member.
* (23) Demonstrate support for the school system and its goals and priorities.
* (24) Demonstrate initiative in identifying potential problems or opportunities for improvement.
* (25) Prepare all required reports and maintain all appropriate records.
* (26) Participate in cross-training activities as required.
(27) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan.
Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

*Essential Performance Responsibilities

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