

Lauderdale County Schools
Florence, AL

Job Description

Position: Teacher Aide

Department: Instructional Operations

Reports To: Principal

FLSA Status: Non-Exempt

Contract Days: 184 days

Salary: Based on the System Salary Schedule

Qualifications:

1. Minimum: High school diploma or equivalent

Purpose of Job

To provide assistance in the instructional programs as needed.

Essential Duties and Responsibilities:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists with individual instruction for students where needed.
- Assists students with group activities and helps provide small group instruction.
- Assists in monitoring seat work and workbook assignments; assists students with make-up work.
- Assists in escorting students to and from lunch; assists with monitoring students in the cafeteria and hallways, reports discipline problems to the teacher.
- May keep inventory and order clerical supplies and tools for instructional assistance as prompted.
- Prepares materials requested by classroom teachers; may design and bind books; prepares graphs and student name charts, etc.. for classroom use.
- Assists in monitoring morning duties of students.
- In certain classroom settings, you will assist students with special needs in the area of physical care.
- Performs such other tasks and assumes such other responsibilities as the Principal(s) or Teacher may assign.

Additional Job Functions

Perform other duties as assigned.

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25-50 pounds and occasionally assist with lifting/moving students who need assistance. Specific vision abilities required by this job include close, distance, and peripheral vision, depth perception and ability to adjust focus.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

*Employee Signature: _____ Date: _____

Employee Printed Name: _____

All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.