

TITLE: **TEACHER'S AIDE**

QUALIFICATIONS: State Paraprofessional License
Demonstrated interest aptitude for work to be performed.
Ability to maintain effective working relationships with students and other employees.
Proper level of physical fitness and freedom from communicable disease.

REPORTS TO: Teacher and Building Principal

JOB GOAL: To assist the teacher in providing well organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials.

PERFORMANCE RESPONSIBILITIES:

1. Assist the teacher in performing duties which may be clerical, supervisory, maintenance and/or instructional in nature.
2. Assist the teacher in overseeing individual and group student behavior and in maintaining an orderly school environment.
3. Specific responsibilities for a given assignment to be determined by the teacher and the Principal based upon the needs of the classroom instructional program, instructional goals and objectives, the type and number of students involved, and the skills and desire of the involved staff.

TERMS OF EMPLOYMENT: The length, terms, and conditions of the individual employment contracts will be determined annually by the Board of Education upon recommendation by the Administration. Other benefits and work conditions are as per established Board of Education policies.

EVALUATION: Performance will be evaluated by the administration in accordance with the Board policy on evaluation of non-certified employees.

Approved: 4/8/15