

TEACHER AIDE

GENERAL STATEMENT OF DUTIES: Assists school teachers in the performance of their teaching functions by performing varied duties associated with teaching process; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This title is employed for positions, which are created for the main purpose of relieving school teachers of that part of their duties, which while related to the teaching process, can be performed by non-professional personnel. These duties of this class differ from those of School Monitor due to the more complex nature of the assignments that are performed. The duties of School Monitor are generally quite limited in scope whereas those of teacher aide often times require specific skills or abilities.

EXAMPLES OF WORK: (Illustrative only)

- Reads in a foreign language from prepared scripts for tape recording purposes;
- Assists in overseeing technical operations of language laboratory equipment;
- Helps to set up science laboratory equipment, conduct experiments and performs limited review of student laboratory reports;
- Helps in the technical preparation and production of television programs;
- Reads to and plays records for children in lower grades;
- Provides piano, violin or other musical accompaniment;
- Proctors and otherwise helps to conduct examinations;
- May assist teachers in the correction of test papers, recording of grades, maintaining files and preparing statistical reports;
- May be required to work closely with individual children on specific learning problems such as spelling, punctuation and grammar;
- May be required to give close supervision to children in special classes.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Good general intelligence; ability to establish good relationships with children and others; familiarity with classroom routine; good background or knowledge in specific field where specialized duties are involved; above average clerical aptitude; resourcefulness in conducting above described activities indirectly related to teaching process; neat personal appearance; ability to maintain discipline; tact; courtesy; good judgment; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school supplemented by additional experience and knowledge in a particular field where specialized duties are involved; or any equivalent combination of experience and training.