

JOB DESCRIPTION

TITLE: Teacher Aide

PURPOSE: The role of the teacher aide at the Academy/Athenæum is specifically to assist teachers.

REPORTS TO: Teacher

PREPARATION AND HOUSEKEEPING:

- Make teaching aides, such as games, flashcards, etc.
- Set up for learning activities.
- Prepare materials, such as cutting paper, sharpening pencils.
- Straighten and replenish supplies.
- Maintain art supplies by washing paint brushes, filling water containers, mixing paints, clay, etc. as needed.
- Help arrange learning materials and look after life-skills snacks.
- Help to care for plants, animals.
- Clean areas as needed: shelves, table tops, counters, sinks, etc.

CLERICAL:

- Prepare dittos and stencils.
- Run copy machines.
- Operate audio/visual equipment.
- Use word processor to prepare typed materials.
- Make phone calls as needed.
- Secure films and books from Resource Center and Library.
- File materials.
- Put names of children on roll, lists, materials, notes.

- Correct students' papers (using model prepared by teacher).

RECORD KEEPING:

- Record attendance.
- Record behavior of children.
- Record children's work.
- Collect money and deliver it to the office.
- Inventory as needed.

WORKING WITH CHILDREN:

- Practice in math, reading, spelling, writing.
- Write and/or type dictated stories.
- Talk with children for their language practice.
- Read stories.
- Sing with children.
- Assist with a cooking or other hobby experience.
- Supervise a learning center.
- Help a group move from one place to another, such as classroom to lunchroom, library, auditorium.
- Play/teach games in classroom and on play yard.
- Share hobbies, interests, collections.
- Monitor children working on assignments.
- Accompany group on field trips.
- Assist class in computer lab or library.
- Supervise lunch room.
- Supervise playground.

- Assist outside before school when children are assembling and after school at dismissal.
- To serve as a substitute in the absence of the teacher.

TERMS OF EMPLOYMENT: One hundred and ninety days which include ten days of inservice and 180 teaching days.