

TEACHER AIDE

DEFINITION

Under supervision of the principal, and as directed by a certificated employee, to provide a variety of clerical and supportive tasks for teachers and students, and do related work as required.

EXAMPLES OF DUTIES

Assist teachers in the preparation of learning materials; work with individuals and small groups of students, along with the teacher; oversee and supervise students during classroom activities, recess periods and field trips; escort students to and from buses; assist with snacks; may change diapers or assist with toileting; may run multiple copies and perform other basic clerical duties; prepare teaching materials and learning activities as directed; distribute and account for materials such as textbooks, supplies and equipment; collect, assemble and distribute resource materials; may take roll and collect monies; assist in maintaining a neat, orderly and attractive learning environment; operate audio visual and other equipment; may assist in yard duty assignment.

QUALIFICATIONS

Knowledge of

Student behavior and characteristics; supervision and motivation of students; correct oral usage of English; simple record keeping.

Ability to

Learn and utilize standard teaching aids; learn and utilize procedures to be followed in instructional settings; perform routine, basic clerical work; understand and carry out oral instructions; plan and organize work; establish and maintain cooperative working relationships.

Experience

None required.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Light: Standing or walking much of the time with some bending, stooping, squatting and twisting. Light lifting frequently involved.

Licenses

Possession of a valid and appropriate California Driver's License, if required.