

TITLE: Teacher Assistant

QUALIFICATIONS: Valid teacher aide certificate issued through Illinois Office of Education. (Required only of those assigned instructional responsibilities.)

Demonstrated aptitude for the successful completion of the tasks assigned.

Certificate of good health signed by a licensed physician.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal

JOB GOALS: To assist the teacher achieve teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.

OR

To provide a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials.

PERFORMANCE RESPONSIBILITIES:

1. Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
2. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
3. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
4. Operates and cares for equipment used in the classroom for instructional purposes.
5. Helps students master equipment or instructional materials assigned by teacher.
6. Distributes and collects workbooks, papers, and other materials for instruction.
7. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.

8. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
9. Keeps bulletin boards and other classroom learning displays up to date.
10. Assists with such large group activities as drill work, reading aloud, and story telling.
11. Reads to students, listens to students read, and participates in other forms of oral communication with students.
12. Assists students in the library or media center.
13. Checks notebooks, corrects papers, and supervises testing and make up work, as assigned by the teacher.
14. Checks and records student attendance.
15. Collects and records collection of money.
16. Helps students with their clothing.
17. Assists with lunch, snack and cleanup routines.
18. Assists with wash-up and toilet routines.
19. Alerts the regular teacher to any problem or special information about an individual student.
20. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
21. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
22. Participates in inservice training programs, as assigned.

TERMS OF EMPLOYMENT: School year. Salary and work year to be established by the Board.

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

