

TEACHER AIDE

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, an incumbent of this position relieves schoolteachers of duties which, while relating to the teaching process, can be performed by non-professional personnel. A Teacher Aide has direct personal contact with children in a childcare center, therapeutic nursing class or other assigned setting. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises one or more children in class activities;

Assists in the general management of children during outdoor activities and during the daily arrival and departure of preschoolers;

Assists teacher in setting up room before daily activities and meeting the needs of individual students;

Provides support to student/parents;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with classroom routine; ability to work with young children; ability to implement developmentally appropriate curricula; ability to work well with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; initiative; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and demonstration of interest in working with children.

West. Co.
J. C.: Unclassified
DRC3

Job Class Code: C1326
Job Group: III