

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY

JOB DESCRIPTION

TITLE:

TEACHER'S AIDE

QUALIFICATIONS:

1. High school diploma required; college-level course work in education or related field preferred
2. Experience in working with young adults preferred
3. Knowledge of appropriate classroom practices and demonstrated ability to assist with instructional activities
4. Good oral and written communication skills
5. Required criminal history background check and proof of US citizenship or legal resident alien status

REPORTS TO:

Division Head or his/her designee/classroom teacher

SUPERVISES:

Assists in the supervision of classroom activities under the direction and supervision of the certified classroom teacher, principal, or other designated certified personnel

JOB GOAL:

To promote the achievement of students educational goals and learning objectives by providing supplemental and clerical services to assist the classroom teacher. To assist the professional staff in instruction and with the monitoring of student behavior and activities

PERFORMANCE RESPONSIBILITIES:

1. Assists the classroom teacher in the delivery of an effective instructional program.
2. Works with individual students or small groups of students to reinforce learning of material or skills introduced by the teacher.
3. Operates and cares for equipment used in the classroom for instructional purposes.
4. Helps students master equipment or instructional materials assigned by teacher.
5. Distributes and collects workbooks, papers, and other materials for instruction.
6. Guides independent study, enrichment work, and remedial work assigned by the teacher.
7. Assists with the supervision of students during emergency drills, assemblies, and field trips.
8. Helps the teacher to plan and maintain bulletin board and other classroom learning displays.
9. Reads to students, listens to students read, and participates in other forms of oral communication with students.
10. Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.
11. Performs clerical duties related to the instructional program including attendance reports, collection of money, duplication of materials, and distribution and return of notices to home.
12. Participates in in-service training as assigned.
13. Performs other related duties as assigned.

TERM OF EMPLOYMENT:

Salary and work year to be determined by the board of education

EVALUATION:

Performance evaluation for this position shall be made annually in accordance with the provisions of the board=s policy on evaluation of non certified staff

Board approved: November 26, 1985

Revised and board approved: June 17, 2008