

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title: Teacher's Aide**

## **GENERAL DESCRIPTION**

The essential function of the position within the organization is to assist teachers in instructing and directing the activities of students to provide a well-organized, smoothly functioning classroom environment. Performs instructional support work assisting the classroom teacher in general clerical and other

tasks as well as in daily classroom activities. Implements goals and objectives established by certified teachers and works directly with children to that end. Work is performed under close supervision of a certified teacher and is often reviewed in progress and upon completion. Performs related work as required

### **Primary Duties:**

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Carries out clerical duties related to classroom teaching; prepares planned instructional materials, attendance reports, class reports; checks objective tests papers; maintains supplies and equipment for classroom use

Ensures student work products are available for class instruction as requested by the classroom teacher.

Requisitions and operates audiovisual equipment for classroom use; monitors classes; files records and materials; types from rough drafts or final copy

Escorts children to classes or specialized functions.

Assist students in completing instructional assignments.

Work in small groups with students to provide specialized assistance.

Prepares bulletin boards to enforce daily assignments.

May assist with preparation and delivery of therapy to students.

May assist in collecting data as documentation of student performance of Individual Educational Plan (IEP) goals.

May assist students with dressing and undressing and the care of clothing as needs and as directed by the teacher or therapist.

Follows instructions of therapists, health professionals and teachers to provide service to students; e.g.,

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positioning, communication, feeding, tube-feeding, suctioning, catheterization, etc.

May assist in the maintenance of student hygiene; e.g., toileting, bathing, etc.

Monitor students while on community-based instruction.

Provide outstanding customer service and use positive interpersonal communication skills.

Supports and ensures compliance with Board rules and applicable federal laws and regulations

Participate in training provided by the District to enhance skills needed for working with students with disabilities.

Teacher Assistants, that work in an instructional capacity must meet a rigorous standard of quality and be able to demonstrate knowledge of and the ability to assist in instructing reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness) among other instructional support functions.

Assists in identifying any signs of physical abuse, emotional abuse or verbal abuse experienced by students; reports situations to proper authority

### **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

### **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

#### **Data Responsibility:**

*"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs arithmetic operations using data or information.

#### **People Responsibility:**

*"People Responsibility" refers to individuals who have contact with or are influenced by the position.*

Gives information, guidance, or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

#### **Assets Responsibility:**

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*"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.*

Has some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

### **Mathematical Requirement:**

*"Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition and subtraction, multiplication and division, and/or calculating ratios, rates and percents.

### **Communications Requirements:**

*"Communications" involves the ability to read, write, and speak.*

Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completing routine job forms and incident reports; speaking routine sentences using proper grammar.

### **Complexity of Work:**

*"Complexity of Work" addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-skilled work involving set procedures and rules but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

### **Impact of Decisions:**

*"Impact of Decisions" refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Impact of decisions is minor – affects only those in immediate work area.

### **Equipment Usage:**

*"Equipment Usage" refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.*

### **Safety of Others:**

*"Safety of Others" refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of

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the laws and standards of public health and safety.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

#### **Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires a minimum of a high school diploma or GED.

An associate’s degree or higher, or sixty (60) college credit hours is preferred.

#### **Licenses Certifications Registrations Required:**

*“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Appropriate State of Florida professional certification as required and applicable

#### **Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires no prior experience, just a short demonstration.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

#### **Physical Demands:**

*“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating office equipment.

#### **Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position may be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, disease/pathogens.

#### **Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

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The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

### **American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Term of Employment:**

Annual Contract

### **Reports To:**

Building Administrator

### **Supervises:**

N/A

PAY GRADE: From: 108A1 To: 108P2

Number of Months: 9 Number of Days: 186 Hours: 7

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_

Created 9/3/17

Board Adopted 12/12/2017