

# TEACHER AIDE – SPECIAL EDUCATION

*Job Description: Support Staff*

*Adopted 06.93; Revised 07.09; Revised 08.12;  
Revised 10.18; Revised 9.24*

**PAY SCALE:** Teacher Aide

**QUALIFICATIONS:** Teacher aides shall be of good moral character and meet the health qualifications required of teachers. Teacher aides must have a minimum of 60 semester hours successfully completed with transcripts from an accredited university on file with the office of Human Resources, **or** must successfully pass the recognized Department of Secondary and Elementary Education (DESE) paraprofessional assessment and obtain a substitute certificate.

**REPORTS TO:** Teachers to whom assigned and the building administrator(s).

**JOB GOALS:** To assist classroom teachers in the instructional process, reinforcing instruction to individual or small groups of students in a classroom environment. Assist in the preparation of instructional materials and implementation of lesson plans and provide routine support. Assist students with academic, behavioral, and/or physical needs in order for students to access the educational environment.

**TERMS OF EMPLOYMENT:** 180 days, including holidays. Salary to be determined annually by the Board of Education and hours to be set at the time of employment.

**EVALUATION:** Performance will be evaluated annually prior to May 1 by the teacher, and building principal. Evaluation forms shall be filed with the office of the Assistant Superintendent.

## **RESPONSIBILITIES:**

Teacher aides are defined as persons who work directly, under supervision, on tasks that are of an instructional and non-instructional nature. Teacher aides help teachers with classroom tasks and provides support to students. Teacher aides may work with a single student, circulate between students, or work with groups. They may also lead classroom activities, present subject matter, and train other staff. They may also be used as substitute teachers.

While performing the duties and responsibilities of this job, the employee is regularly required to talk and hear, stand, move and walk at a brisk pace, sit, and use hands and arms to handle, feel and reach. The position requires the ability to accompany students anywhere on school premises. The employee is occasionally required to stoop or kneel and occasionally lift and move up to 60 pounds. Additionally, the employee must be physically able to implement all Board of Education Policies, District procedures, and may be needed to perform the District Approved restraint techniques. The employee must be physically able to react and intervene quickly during crisis situations, such as but not limited to the following circumstances: student elopement, physical altercations involving students, or any situation that requires physical intervention to maintain student safety.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Employee experiences constant interruptions and inflexible deadlines.

The noise level in the environment is quiet to loud. Duties are performed primarily indoors and occasionally outdoors. Inter-district and out of town travel required as necessary for training and/or to carry out duties and responsibilities.

## **INSTRUCTIONAL PROCESS / RESPONSIBILITIES:**

1. Assist the classroom teacher in arranging the learning environment, including assembling and putting materials on bulletin boards and/or other classroom learning displays and in keeping such displays current.
2. Assists the teacher in strategies for reinforcing materials or skills based on an understanding of individual students, their needs, interests, and abilities.

3. Under supervision of certificated teacher, prepare for classroom activities by distributing and collecting papers and other instructional materials for classroom instruction.
4. Assist students in completing classroom assignments, homework and projects. Assure student understanding of classroom rules and procedures and assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
5. Read to students, listen to students read and observe students reading abilities as assigned. Assist students with letter and word pronunciation and recognition. Assist students with math, spelling and writing exercises and assignments.
6. Assist assigned teacher with the implementation of lesson plans. Administer various tests as directed. Prepare mandated reports and documentation as required.
7. Tutor individual or small groups of students, reinforcing instruction as directed by the teacher. Monitor and oversee student drills, practice and assignments in various subjects. Confer with the teacher concerning lesson plans and materials to meet student needs and assist with the implementation of lesson plans.

#### **CLASSROOM MANAGEMENT / RESPONSIBILITIES:**

1. Perform a variety of clerical duties in support of classroom activities, such as preparing, typing, copying and filing instructional materials. Grade student tests and assignments, recording of grades and attendance, lunch reports and maintaining student records and files as assigned.
2. Operate and care for instructional equipment and materials as assigned by the teacher. This includes preparing the room for the activity, obtaining the required material and equipment, operation of the equipment and the return of all materials and equipment to storage.
3. Assist the certificated teacher with the supervision of students during non-instructional times, such as emergency drills, assemblies, cafeteria, restrooms, field trips, hallways, playground and bus loading / unloading activities.
4. Assist students with clothing, wash-up and toilet routines, including diapering if necessary.
5. Assist with lunch, snacks and other clean-up duties, as assigned.
6. Assure the health and safety of students by following established practices and procedures and maintain the learning environment in a safe, orderly and clean manner.
7. Observe and control behavior of students in the classroom according to approved procedures, monitor students during outdoor activities as directed, become familiar with student IEP goals and report progress regarding student performance and behavior to supervising teacher.
8. The position may involve working with students who exhibit a range of behavioral issues, such as physical and verbal aggression, self-injurious behavior, incontinence, property destruction, and eloping.

#### **PROFESSIONAL RESPONSIBILITIES:**

1. Participate in professional growth activities.
2. Demonstrate professional responsibility, boundaries, and ethical behavior.
3. Patience, empathy, and a genuine passion for supporting students with diverse needs.
4. Assume responsibilities outside the classroom
5. Demonstrate the ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions and perform duties and tasks at expected levels of professionalism.
6. Demonstrate extensive knowledge of, and ability to, perform duties in full compliance with all district, Board of Education, State and Federal laws, methods, requirements, policies, procedures and activities pertinent to the duties of this position.
7. Demonstrate ability to work independently with minimum supervision.
8. Demonstrate ability to use independent judgment and initiative to act without being asked.
9. Demonstrate effective and appropriate interpersonal relationships with students, educational staff, parents and staff.
10. Maintain the confidentiality of information regarding students and be discreet in dealing with parents and educational personnel in accordance with all district, RPS BOE Policies, State & Federal laws, including the Family Educational Rights and Privacy Act (FERPA) and HIPPA.
11. Perform all other duties as assigned by supervisor(s).