

# TEACHER AIDE / PARAPROFESSIONAL

*Job Description: Support Staff*

*Adopted 04.05.79; Amended 07.01.79; Revised 07.09;  
Revised 10.18*

**PAY SCALE:** Teacher Aide

**QUALIFICATIONS:** Teacher aides shall be of good moral character and meet the health qualifications required of teachers. The building principals will attempt, through an initial training conference, to define the teacher aides' relationship to the professional staff.

Paraprofessionals (teacher aides) must meet the Department of Secondary & Secondary Education requirements as follows:

- If you have 60 college credit hours, you will need to complete the process to become a substitute teacher with the Department of Elementary and Secondary Education;
- If you have 36 college credit hours, you may choose to take the 20-hour online Content Substitute training and testing in order to hold substitute teacher with the Department of Elementary and Secondary Education (DESE); or you may choose to take the online Paraprofessional Assessment with the Department of Elementary and Secondary Education (DESE).
- If you have no college credit hours or less than 20 hours, you must take the Paraprofessional Training & Assessment at a minimum.

**REPORTS TO:** Teachers to whom assigned and building administrators.

**JOB GOALS:** To assist classroom teachers in the instructional process.

**TERMS OF EMPLOYMENT:** Employed for 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 Assistant Superintendent.

## RESPONSIBILITIES:

Non-instructional (non-certificated) service aides are defined as persons who work directly, under supervision, on tasks, which are of a routine non-instructional nature. The purpose of hiring these individuals is to free teachers from routine duties to do a better job of teaching. The teacher remains the diagnostician for learning, the manager of learning experiences, and the decision maker in learning situations. Aides can assist in many nonprofessional activities, including relieving professional personnel of their responsibilities for the instructional program. They may also be used as substitute teachers, if they hold proper substitute certification with the Missouri Department of Elementary and Secondary Education.

Aides shall be assigned tasks within their interest and ability to perform adequately. They may perform such duties as taking attendance, filing, and keeping routine records; collecting funds and keeping accounts; correcting objective tests and making up lists and charts for the teacher showing pupil performance; supervising playground activities, lunchroom, lavatory periods, quiet activities, etc. under teacher supervision; helping children with their clothes and with construction of bulletin boards, displays, projects, etc.; mending books; making arrangements for field trips; escorting children to the nurse; listening to and sharing thoughts with children who need to talk to an adult; and any other duties assigned by the building principal.