



ASD JOB DESCRIPTION

TITLE: CLASSROOM AIDE

POSITION SUMMARY OR PURPOSE

The teacher aide's mission is to assist the teacher to achieve teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole. Under teacher guidance, provide supervision for specials such as PE, Art, Music, etc.

QUALIFICATIONS

1. The teacher aide shall hold an AA Diploma from a regionally accredited college or have passed the BOCES and/or District-developed equivalency test.
2. Computer proficiency with Microsoft Office Suite, Google Suite, Website, Social Media, Webinar and Meeting platforms.
3. As of the adoption of this policy (5.22.23), current classroom aides with less education may be retained in their position.

SKILL SETS

DECISION MAKING: An example of a typical decision made by an individual in this position is to interpret needs of students as set by teachers. Others include supervisory decisions to ensure students are safe at all times (Behavior referrals must be submitted by supervising teachers).

LANGUAGE SKILLS: Ability to read, analyze, and interpret general guidelines, procedures and lesson plans. Ability to write reports, business correspondence. Ability to effectively present information and respond professionally to questions from supervising teachers, and colleagues. Aides may not speak to (vocally or through any digital media) parents/guardians about the students educational progress or behavior. These topics must be addressed by a certified teacher or administrator.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions.

TECHNOLOGY SKILLS: Proficient use of technology which includes: basic operations and concepts, word processing, spreadsheets, internet usage, critical evaluation of information, data analysis, email, integration of technology.

OTHER SKILLS AND ABILITIES: Ability to apply knowledge of current research and theory in classroom procedures and instruction. Ability to establish and maintain effective working relationships with staff and community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to maintain confidentiality.



PHYSICAL DEMANDS

The work requires periods of light physical activity and requires long periods of time standing and/or walking. Most of the work is performed in the office setting. Typically the position requires the employee to work in an office environment; lift and carry up to 20 pounds; reach, hold, grasp, and turn objects; and use fingers to operate computer or typewriter keyboards. The work requires the ability to speak normally, use of specific medical terminology, and use of normal or aided vision and hearing.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in this environment is quiet to loud depending on the activity in the particular part of the day.

This information contained in this job description is for compliance with the American with Disabilities Act. (ADA) and is not an exhaustive list of the duties performed for this position.

REPORTS TO

Building Principal and Classroom Teacher

JOB GOAL

To assure the smooth and efficient operation of the classroom and small group sessions to achieve maximum positive impact on the education of children.

PERFORMANCE RESPONSIBILITIES:

1. Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
2. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
3. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
4. Checks notebooks, corrects papers, and supervises testing and makeup work, as assigned by the teacher.
5. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
6. Alerts the regular teacher to any problem or special information about an individual student.



7. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
8. Participates in in-service training programs, as assigned by the principal.
9. Operates and cares for equipment used in the classroom for instructional purposes.
10. Helps students master equipment or instructional materials assigned by the teacher.
11. Distributes and collects workbooks, papers, and other materials for instruction.
12. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
13. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
14. Keeps bulletin boards and other classroom learning displays up-to-date.
15. Assists with such large group activities as drill work, reading aloud, and story-telling.
16. Reads to students, listens to students read, and participates in other forms of oral communication with students.
17. Assists students in the library or media center.
18. Checks and records student attendance.
19. Collects and records collection of money.
20. Helps students with their clothing.
21. Assists with lunch, snack, and cleanup routines.
22. Assists with wash-up and toilet routines.

TERMS OF EMPLOYMENT:

Employment is "At-Will", and shall be for an indeterminate time based upon the District's needs as determined by the Administration. Salary, vacation and benefits to be determined by the Superintendent and Board of Education.

SALARY: Based upon District's adopted salary schedule

WORK SCHEDULE: 7:45 a.m. until 4:10 p.m. Mon-Thursday/Duty Days: 7:35 a.m.-4:00 p.m.

WORK YEAR: 152 days per year as designated by the annual school calendar.

BENEFITS: Full benefits

FLSA STATUS: non-exempt/classified

In the event of substitute shortage, an aide may be asked to monitor classes. The aide's planning period will be bought out by the District at a rate set by the Superintendent.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation.



I understand the description of this job and the essential functions, as given above. I also understand that not all of the duties are described above and that I will perform those above and other related duties as directed by my supervisor and management.

Signature: _____

Date: _____

APPROVED BY BOARD OF EDUCATION: 1.23.10

REVIEWED: 1.23.10

Latest revision approved by Superintendent: 5.3.23

Latest revision approved by Board of Education: 5.22.23