



Thompson School District Classified Job Description

Job Title: Classroom Aide – Learning Center **FINAL**
Revised Date: June 28, 2016
Work Year: 177 days
Department: Schools
Reports To: Certified Teacher
Benefits include: Health, dental, and life insurance, PERA retirement, paid time off, extended leave bank, as well as other optional benefit elections.

ABOUT THOMPSON SCHOOL DISTRICT:

The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, two K-8 buildings, eighteen elementary schools, five middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at thompsonschoools.org to learn more.

SUMMARY Assist classroom teachers in obtaining education goals for students. Reinforce curriculum with small group of students or one-on-one. Supervise students in the classroom, lunchroom, on the playground, on field trips and getting on and off the bus. Assist teacher with clerical work, including grading assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Communicate with teachers to meet classroom needs.
- Reinforce classroom curriculum with students in small groups or as a class.
- Assist with implementation and follow through of classroom discipline.
- Grade student work in a timely manner.
- Evaluate and problem solve.
- Prepare written or typed documents, tests, letters etc.
- Supervise students on playground and maintain safe playground procedures.
- Supervise students in lunchroom and maintain safe lunchroom procedures.
- Tutor individual students.
- Assist in maintaining classroom environment by ensuring safety, monitoring students, and guiding students as needed.
- Supervise students getting on and off the bus.
- Attend weekly team meetings.
- Supervise students on field trips as needed.
- Perform other duties as assigned.

JOB QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS, and ABILITY:

- Good language and communication skills.
- Strong interpersonal skills.
- Proficient reading, writing and math skills.
- Basic microcomputer skills preferred. Knowledge of child development and behavioral management preferred.

SUPERVISION/TECHNICAL RESPONSIBILITY Supervises and monitors students in various school settings. Spends up to 50% of time supervising students. Acts as a resource for teacher by relieving him/her of clerical work and assisting with classroom activities and for students by reinforcing curriculum.

EDUCATION AND TRAINING: High school diploma or equivalent, or equivalent combination of education and experience.

EXPERIENCE: 0-2 years of experience in child development, working with children and/or working in a classroom environment.

CERTIFICATES, LICENSES, & REGISTRATIONS:

None required. CPR and First Aid certifications preferred but not required.

SAFETY TO SELF AND OTHERS:

- In order to safely perform this position, you must familiarize yourself with the safety rules of your job and participate in all safety training provided by your department. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you're unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.
- All employees of the District are responsible for maintaining a safe and healthy work place and insuring that safety precautions and practices are followed.
- We expect you to immediately report any unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit; stoop, kneel, crouch. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

EQUAL EMPLOYMENT OPPORTUNITY:

Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age, marital status or disability. The Superintendent is committed to cultural diversity among district personnel as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibility, or qualifications associated with the job.