Teacher Aide
Job Description

Qualifications:

1. High school diploma or GED equivalent.
2. Successful completion of Teacher Aide Competency Test as outlined in West Virginia §18A-4-8c.
3. Physical ability to perform lifting and positioning of physically handicapped and other health impaired students.
4. Trained or willing to be trained and perform specialized health care procedures for students as delegated by a school nurse.

Immediate Supervisor: Teacher/School Principal

Duties and Responsibilities:

1. Assists in instructional activities as designated by the teacher.
2. Assists in monitoring and/or supervising student activities.
3. Performs basic clerical and record keeping tasks as assigned by the teacher.
4. Supervise and monitor students on the playground, in the lunchroom, and in bus areas as assigned by the teacher or principal.
5. Assist in meeting the physical needs of students such as lifting and positioning.
6. Performs specialized health care procedures for students including, but not limited to, tube feeding, medication administration, seizure management, and personal hygiene as designated by the school nurse.
7. Supervise and monitor students when assigned to ride a special education bus.
8. Perform duties efficiently and productively.
9. Attend job related in-service training.
10. Demonstrate courtesy and cooperation in dealing with co-workers, teachers, and parents.
11. Perform other job related tasks as assigned by the teacher or principal.

Jackson County Board of Education
April, 2001