TITLE: Classroom Aide (II, III, IV)

QUALIFICATIONS:

A. High school diploma or equivalent
B. Ability to type as well as the ability to communicate, read, write, make basic calculations, and follow written and oral instructions
C. Meet the general health requirements of instructional personnel
D. General understanding of the objectives of the instructional program
E. Ability to communicate with adults, accept supervision, and be compatible to working with children

REPORTS TO: School Principal

SUPERVISORY RESPONSIBILITIES: None

JOB RESPONSIBILITIES:

1. Maintain positive work habits,
2. Perform duties effectively and productively,
3. Maintain/upgrade job related skills,
4. Check and record student absences,
5. Type, duplicate, and distribute instructional materials as directed by supervising teacher,
6. Distribute and collect workbooks, papers, and other instructional materials,
7. Assist in the collection and recording of money,
8. Read to students, listen to students read, and participate in other forms of oral communication with students,
9. Assist students to master equipment or instructional materials assigned by supervising teacher,
10. Assist with lunch, snack, and other routine cleanup,
11. Assist with wash-up and toilet procedures,
12. Assist students with clothing,
13. Develop bulletin boards and other instructional materials,
14. Assist students with media center and/or library activities,
15. Assist with supervision of students during drills, trips, etc.,
16. Work with student(s) under the direction of the teacher,
17. Make reports, record data, administer tests as directed by the teacher,
18. Alert the teacher to any problems or special information about children’s problems,
19. Assist student(s) where appropriate, with entrance/exit into the building,
20. Maintain positive public and employee relations, and
21. Perform other job related duties as assigned by the principal or supervising teacher.

PERFORMANCE STANDARDS:

1. Demonstration of appropriate work habits.
   - A. Observation of work hours
   - B. Regular attendance
   - C. Compliance with policies/procedures
   - D. Observance of good safety practices
   - E. Meeting of schedules in a reasonable fashion
   - F. Acceptance of change
   - G. General appearance of work area
   - H. Demonstration of initiative with regard to job assignment
   - I. Maintenance of Confidentiality
   - J. Appropriate relationships with fellow employees
   - K. Appropriate appearance and dress for assigned responsibilities
2. Demonstration of appropriate job performance skills .
   - A. Work judgments (organization and coordination of assigned duties)
   - B. Quality of work
   - C. Ability to follow instructions correctly
   - D. Acceptance of responsibility
   - E. Efficiency under stress
   - F. Operation and care of equipment
3. Maintenance of skills by the participation in staff development training programs.

TERMS OF EMPLOYMENT: 200 days. Salary and work years to be established by the RCBOE

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the board's evaluation policy (4220).