_____

CLASS TITLE: **TEACHER AIDE**

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide individual and group instructional services in a subject area; provide clerical support to the teaching staff.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Teaching Assistant by the performance of the more routine tasks and duties assigned to positions within the series including administering examinations under the close supervision of a higher level teaching staff member. Teacher Aides may advise students regarding their academic development, but do not provide individual tutoring services.

REPRESENTATIVE DUTIES:

Perform complex and confidential tasks in support of an instructional program, including typing, distributing and grading tests, recording test scores, calculating and recording grade cards, updating roll book; recording student attendance. *E*

Prepare course handouts for instructor including duplicating, collating, stapling and distributing handouts. *E*

Monitor testing within a laboratory or classroom. *E*

Maintain instructional supply inventory; order supplies as needed. *E*

Attend a variety of meetings, workshops and in-service training programs. *E*

Assist in individual or small group of students in a specific subject area; answer student questions regarding individual lessons. *E*

May answer the office telephone; provide information to students and faculty about the department and the available tutorial services.

Other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Basic principles of instruction.
English usage, spelling, grammar and punctuation.
Basic mathematical principles.
Modern office procedures, methods and equipment.

_____

ABILITY TO:
Instruct individual and small groups of students.
Assist teachers with a variety of basic educational programs.
Operate a variety of office equipment including a typewriter and telephone.
Understand and follow oral and written directions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level courses in education or a related field.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements:

1. Seldom = Less than 25 percent
2. Occasional = 25-50 percent
3. Often = 51-75 percent
4. Very Frequent = 76 percent and above

4	a.	Ability to work at a desk, conference table or in meetings of various configurations.
2	b.	Ability to stand for extended periods of time.
4	c.	Ability to sit for extended periods of time.
4	d.	Ability to see for purposes of reading printed matter and observing students.
4	e.	Ability to hear and understand speech at normal levels.
4	f.	Ability to communicate so others will be able to clearly understand a normal conversation.
1	g.	Ability to bend and twist.
1	h.	Ability to lift _10_ lbs.
1	i.	Ability to carry _10_ lbs.
3	j.	Ability to operate office equipment.
1	k.	Ability to reach in all directions.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.