



# Teacher Aide I

Salary Group: A09

Class Code: 0812

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
TEACHER AIDE I	0812	A09	\$23,781 - \$34,859
TEACHER AIDE II	0813	A11	\$26,332 - \$41,355
TEACHER AIDE III	0814	A13	\$29,439 - \$46,388

## GENERAL DESCRIPTION

Performs entry-level to routine (journey-level) educational assistance work. Work involves assisting teacher(s) with preparing instructional materials for the classroom, assisting in planning and implementing educational activities, and monitoring students. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Performs classroom administrative duties including preparing copies, distributing instructional materials, maintaining and ordering supplies, keeping records, filing, setting up equipment, and setting up and assisting in designing bulletin board displays and exhibits.

Observes students' performance and records relevant data to assess and track progress; keeps the teacher(s) informed of students' special needs or challenges.

Participates in student data collection, documentation, and interpretation.

Monitors and assists students in getting to and from their classroom, school yard, gymnasium, cafeteria, and other settings as needed.

Assists in planning daily activities, lesson plans, and teaching aids for use in the classroom.

Assists with classroom behavioral management to minimize disruptions and ensure a safe and orderly classroom.

May conduct instructional exercises with students in groups or individually as assigned by the teacher to help them master assignments and to reinforce learning concepts.

May assist students who have special needs according to their needs, including interpreting instructions.

May accompany students on field trips and in doing community activities.

May assist in administering, grading, and correcting classroom assignments, tests, and assessments.

May assist teacher in preparing reports.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in child care work or training in a child-related field. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of developmentally appropriate social, emotional, cognitive, and communication skills for children.

Skill in the use of a computer and in using applicable software.

Ability to work effectively and patiently with children, to work cooperatively with school personnel and parents, and to communicate effectively.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

May require registration, certification, or licensure in a specialty area.