



# Teacher Aide II

Salary Group: A11

Class Code: 0813

<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
<b>TEACHER AIDE II</b>	<b>0813</b>	<b>A11</b>	<b>\$26,332 - \$41,355</b>
TEACHER AIDE III	0814	A13	\$29,439 - \$46,388

## GENERAL DESCRIPTION

Performs moderately complex (journey-level) educational assistance work. Work involves assisting teacher(s) with design and instructional materials for the classroom, assisting in planning and implementing educational activities, and overseeing and monitoring students. Works under general supervision, with moderate 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.

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

Participates in student data collection, documentation, and interpretation.

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

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

Implements behavior management plans and assists in completing written behavior reports.

Discusses assigned duties with classroom teachers to coordinate instructional efforts.

Assists in administering, grading, and correcting classroom exercises, tests, and assessments.

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

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

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

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.