



# Teacher Aide

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
TEACHER AIDE I	0812	A11	\$29,332 - \$44,355
TEACHER AIDE II	0813	A13	\$32,439 - \$49,388
TEACHER AIDE III	0814	A15	\$35,976 - \$55,045
TEACHER AIDE IV	0815	A17	\$39,976 - \$61,399

## GENERAL DESCRIPTION

Performs educational assistance work involving assisting teacher(s) with preparing instructional materials for the classroom, assisting in planning and implementing educational activities, and monitoring students.

## 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 teacher(s) informed of students' special needs or challenges and of all significant events or changes related to students in a classroom.

Participates in collection, documentation, and interpretation of student data.

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

Discusses assigned duties with classroom teachers to coordinate instructional efforts.

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

Helps manage students' behavior to minimize disruptions and ensure a safe and orderly classroom.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level IV may also perform work listed within the previous levels.*

**Note:** *Factors that may distinguish between levels include the degree of independence in performing the work, the complexity of the work, the scope of responsibility, and the employee's related experience, education, and certifications. Other factors may include the number of classes and students within an assigned area of responsibility. Employees at the journey levels may independently perform the full range of work identified within the current or previous levels and may assist others performing work of greater complexity. A senior level employee (levels III and IV) may provide guidance to other teacher aides.*

**TEACHER AIDE I:** Performs entry-level to routine (journey-level) educational assistance work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard. Employees may also occasionally assist others performing job duties of greater complexity.

**TEACHER AIDE II:** Performs moderately complex (journey-level) educational assistance work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at the previous level and may:

- Implement behavior management plans and help complete written behavior reports.
- Conduct instructional exercises with students in groups or individually as assigned by the teacher to help them master assignments and to reinforce learning concepts.
- Assist students who have special needs according to their needs, including interpreting instructions.
- Accompany students on field trips and in doing community activities.
- Help administer, grade, and correct classroom assignments, tests, and assessments. Assist teacher in preparing reports and in the assessment of student needs

**TEACHER AIDE III:** Performs highly complex (senior-level) educational assistance work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may provide guidance to other teacher aides and may:

- Deliver lessons to students using lectures, discussions, or role-playing methods under the supervision of the teacher.
- Design and prepare instructional and training materials, teaching aids, bulletin board displays, exhibits, and demonstrations.

**TEACHER AIDE IV (Added 9-1-2023):** Performs advanced (senior-level) educational assistance work. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

## GENERAL QUALIFICATION GUIDELINES

### For all levels

#### 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.

#### Additional for Teacher Aide IV level

Experience as a teacher aide or in classroom instructional activities. Graduation from an accredited four year college with major coursework in a related field is generally preferred. Experience and education may be substituted for one another.

#### KNOWLEDGE, SKILLS, AND ABILITIES

### For all levels

- Knowledge of developmentally appropriate social, emotional, cognitive, and communication skills for children and young adults, and of principles and techniques of directing group activities.
- Skill in the use of a computer and applicable software.
- Ability to follow directions, to keep records, to operate audio-visual equipment, to work effectively and patiently with children and young adults, 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.