



Teacher Aide III

Salary Group: A13

Class Code: 0814

<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 highly complex (senior-level) educational assistance work. Work involves assisting teacher(s) in providing instruction to students, developing instructional materials for the classroom, planning and implementing educational activities, and overseeing and monitoring students. Works under limited supervision, with considerable 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, and setting up equipment.

Designs and prepares instructional and training materials, teaching aides, bulletin board displays, exhibits, and demonstrations.

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 completes written behavior reports.

Discusses assigned duties with classroom teachers to coordinate instructional efforts.

Reports progress of student(s) based on established objectives as prescribed by the program.

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

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

Assists teacher in preparing reports.

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

May develop and deliver lessons to the classroom using lectures, discussions, or role-playing methods under the supervision of the teacher.

May provide guidance to other teacher aides.

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.