

**Universal School
Teacher's Aide Job Description**

Qualifications:

1. A minimum of a high school degree (or equivalent).
2. Such alternatives to the above qualification as the Board may require.

Reports To:

Classroom teacher(s), Principal, HR Manager

Required Knowledge, skills and abilities:

1. Basic understanding of children's emotional, physical, intellectual and social needs.
2. Willingness to openly communicate with administration, students, staff and school community.
3. Knowledge of basic mathematical, reading and writing skills.
4. Ability to weigh options and think clearly.
5. Ability to organize effectively.
6. Ability to communicate clearly and concisely in the English language, both orally and in writing.
7. Ability to develop and maintain positive working relationships with administration, students, staff and the school community in order to promote a collaborative professional environment.
8. Ability to relate well with children, deal with student problems and maintain effective classroom discipline.
9. Ability to handle classroom situations with fairness and patience.
10. Willingness to follow the classroom teacher's directions.

Job Goal:

In cooperation with the assigned classroom teacher(s), the teacher aide will handle routine non-teaching tasks in order to give the teacher more time for teaching.

Performance Responsibilities:

- To sign in at 7:55 a.m. and sign out at 4:00 p.m.
- To make copies and assist in the preparation of any teacher's material that may be required for instruction.
- To assist in the recording of grades, preparation of bulletin boards, displaying of student work, distribution of paperwork, and filing.
- To assist in snack preparation and distribution if needed.

- To clean up tables, sweep the floor and rearrange chairs after snack time and lunch, if assigned as a teacher's aide to a preschool or kindergarten classroom.
- To follow the correct procedures when sanitizing and washing tables, dishes, materials and areas of the classroom that students use in order to avoid transmitting diseases.
- To supervise the entire classroom during bathroom and escorting to and from other classes when called upon to do so by the classroom teacher.
- To cooperate with group teaching as needed it and instructed by the teacher
- To substitute for the classroom teacher when she is absent, the school will bring an assistant for the day
- To uphold and follow all classroom policies such as discipline, collection of homework, etc.
- To **assist** in the supervision of students during lunch, recess, and field trips.
- To assist with morning and afternoon duties and with after school dismissal as assigned by the administration.
- To inform the classroom teacher of all concerns involving the students.
- To provide opportunities for the children's spiritual growth through activities and by example.
- To make appropriate adjustments to change and handle conflict and frustration constructively.
- To attend and participate in school programs when needed including All-School Program, PTC days, In-service day, Open House, and any other school activity requested by the administration.
- To attend to other student, classroom and/or school needs when asked to do so by the classroom teacher or administration.
- **Teachers Aides will not be responsible for grading student work.**
- **Teachers Aides must work in their classrooms and not in the teachers' lounge or conference room.**
- **Teachers Aides must remain with the students and/or teacher at all times.**

Reading and Writing Workshop Expectations:

- Follows the teacher's instructions and policies:
 - Address the teacher privately if there are concerns or to help determine areas of improvement (students, curricula, etc.)
 - Remain consistent with the teacher's decisions with both students and parents
- During the workshops the aide must be present for the entire block. Neither teacher nor aide can be on break or be addressing issues/ errands outside of the class. This time block must remain consistent for the students:
 - During the mini-lesson: prepping student centers or setting up students' independent work that is directly correlated to the workshop's work
 - All other prep work must be done outside of the reader's and writer's workshop (i.e., copies, laminations, cutting) and if required for the workshop, must be done prior to it (neither teacher nor aide should leave the classroom)

- During guided reading/ Independent/ Center work: moving from student to student checking progress and that they remain on task (supervisory role) during the remainder of the period. All focus must be on the students and their progress
- Aides must transition students between classes and specials (i.e., walking students alone to gym or library) so that the teacher is prepping for the workshop by the end of September
- Aide is present in the classroom by 8am to greet students and prep with the teacher for the day's workshops and routines.
- If the aide has a morning duty they need to back in the classroom no later than 8:30. Both aides will alternate duty days as assigned by the teachers.
- Confer with teacher over issues or changes
- Copies made/ organize/ set up class for the day's workshop

General Policies:

In order to have a well-organized and effective classroom; please keep the following items in mind:

- The classroom teacher and you share a partnership in educating the children.
- Direct all questions regarding student's behavior or performance to the teachers.
- Your personal opinions regarding the teacher, school, and students are very important and can be addressed to the teacher or a member of the Administration. Please refrain from voicing them to the parents.
- Your diligent work reflects on the teacher and is much appreciated by them.
- In order to maintain consistency, please maintain the same systems the teacher uses.
- **Teacher aides will have a 40 minute lunch break and 15 minutes for prayer//break daily**