

Union Public Schools Job Description

Position Title: Carrera Teacher's Aide
Department: School Site
Reports To: Carrera Program Director in Conjunction with Site Administrator and Carrera Academic Specialist

FLSA Designation: Non-exempt

SUMMARY: Assists the teacher in general daily classroom activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Assists in small group and one-on-one instruction as assigned by Academic Specialist or classroom teacher.
- Assists the Academic Specialist in collecting program and student data.
- Assists Academic specialist in monitoring the progress of Carrera students.
- Provides feedback to Academic Specialist that will help enhance student learning.
- Provides creative educational ideas that will encourage student attendance and participation.
- Supports the district goals of 100% graduation and 100% college/career readiness.
- Provides assistance with Saturday, spring break, and summer programming as needed.
- Engages students through dialogue and activity in a creative and nurturing manner.
- Assists teacher in maintaining discipline and other functions.
- Assists with set up of classroom and prepares materials for specialized instructional units.
- Operates standard school equipment such as laminator, copier, audiovisual, etc.
- Escorts children to and from various rooms.
- Works well with both supervisors and other members of the team.
- Attends ongoing meetings and trainings offered by CAS-Carrera or Union.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Assists in supervision of students.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High School diploma or general education degree (GED) required. College degree preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Where Highly Qualified status is required by State of Oklahoma for aide position, candidate must meet Highly Qualified status. Highly Qualified status is defined as having a minimum of forty-eight (48) college hours or passing the Parapro or OGTE test.

LANGUAGE SKILLS: Ability to read, write and comprehend simple instructions, short correspondence and memos. Ability to effectively present information in one-on-one and small group situations to staff, parents, students and administrators.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Previous work with students. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of the job, the employee is regularly required to sit, and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must be able to push items of 50 pounds such as pushing children on a bike or moving/rearranging furniture. Specific vision abilities are required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee is continuously responsible for the safety, well-being and work output of students.

The noise level in the work environment is usually loud at a standard acceptable level for this environment.