

Union Public Schools Job Description

Position Title: Teacher's Aide
Department: School Site
Reports To: Site Administrator

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 pupil instruction; tutors pupils at teacher's request.
- Assists teacher in maintaining discipline and other functions.
- Assists with set up of classroom and prepares materials for specialized instructional units.
- Handles attendance reports and related clerical functions with the teacher.
- Assists in assembling/hanging materials on bulletin boards and keeping displays current.
- 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.
- 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).

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 computer 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 in child care. 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.