

EDUCATIONAL AIDE

Qualifications

1. Patience and understanding.
2. Maturity.
3. One year of college preferred.
4. Ability to work with children.
5. Ability to work with and for various teachers.
6. Professionalism.
7. Physically able to perform duties
8. Demonstrates sound emotional judgement
9. Maintains a positive attitude with other staff members
10. Eligible for Educational Aide Certificate.

Responsibilities

1. Works under the supervision and direction of the classroom teacher while in the performance of his/her duties
2. Does not divulge any personal information concerning any student except to the classroom teacher to whom assigned or the administrator of the school
3. Participates in scheduled inservice training
4. Must NOT:
 - a. Assign grades to students
 - b. Render corporal punishment to a student
 - c. Be used in place of the classroom teacher or other certificated employee
5. Assists students with their academic subjects, social skills development and other non-academic areas as directed by the teacher
6. Assists students with independent seatwork assigned by the teacher
7. Assists with supplementary work for students and supervises independent study
8. Reinforces learning with small groups while the teacher works with individual students
9. Assists students in learning self-help and hygienic skills
10. May supervise students during lunch, recess, field trips and/or leisure activities as directed by the teacher.
11. Supervises students in loading and unloading of buses and other transportation
12. Performs clerical duties such as recording information, filing data and preparing instructional materials as required by the teacher
13. Assists the teacher in observing students, recording specific behaviors as directed by the teacher
14. Scores objective tests and papers and keeps appropriate records for the teacher
15. Participates in student conferences with parents and staff when appropriate.

Educational Aide, Cont

16. Maintains the degree of control and discipline which would be maintained by and consistent with the teacher's disciplinary procedures when assigned to supervise children when the teacher is not physically present
17. Intervenes with students, at the direction of the teacher or administrator, in crisis/emergency situations
18. Assists the teacher in preparing the classroom, equipment and materials for use in specific instructional programs
19. Works with the teacher to develop classroom schedules
20. Assists regular teachers when a student is mainstreamed
21. Chooses the appropriate time and place to discuss problems and does not react to or confront a teacher in front of students
22. Encourages students to express ideas and feelings in appropriate ways
23. Provides positive verbal and non-verbal reinforcement to students

Time Requirements

1. Works 180 days, 6 paid holidays, hours vary to a maximum of 6 hours daily

Evaluation

1. Yearly by building principal

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