

**STARK COUNTY CUSD #100**  
**Job Description**

**Job Title:** TEACHER AIDE (General education support, , Pre-K, IEP, Title I, ELL, RtI)

**Reports To:** Appropriate Teacher(s)/Administrators

**Evaluated By:** Administrator

**WORK YEAR:** 171 - 175 DAYS

**WORK DAY:** Up to 8 HOURS

**JOB GOAL:** Under direct supervision of a licensed teacher or administrator, performs a variety of tasks; assisting the teacher in the development of an instructional program by working with students individually or in small/large groups, preparing instructional materials, assisting in implementation of classroom discipline, and conducting planned activities using teacher- designated methods and materials. Some positions may require aptitude and skill in working with the particular disabilities or learning needs of students.

**ESSENTIAL REQUIREMENTS:** To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. High School Diploma or equivalent
2. Must meet Federal Requirements of being "Highly Qualified
3. 18 years of age or older;
4. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students and staff;
5. Ability to understand and follow oral and written instructions;
6. Ability to maintain confidentiality of students and their records;
7. Ability to supervise individual or groups of students in an instructional setting without constant teacher oversight; work in a team situation;
8. Ability to deliver instructional programs to students who have learning and physical disabilities and/or social behavior problems;
9. Ability to work effectively in an environment which can be both physically and emotionally fatiguing; perform physically demanding requirements of the job;
10. Possess knowledge of English usage, mathematics, and a basic understanding of the subjects in which this position is to provide assistance;
11. Ability to demonstrate standards of moral character and behavior to serve as an effective role model for students;
12. Demonstrate a positive attitude in working with children with special needs;
13. Ability to possess and maintain a valid First Aid card including HIV training;
14. Ability to type accurately; operate standard office equipment such as computer, copier, and word processor; and operate audio-visual equipment;
15. Understand basic provisions of Individuals with Disabilities Education Act (IDEA);
16. Understand basic elements of an Individualized Education Plan (IEP);
17. Ability to direct and respond appropriately to students;
18. Ability to occasionally work with students who may exhibit aggressive behavior, as required of specific job assignment;
19. Ability to occasionally work with students who require attention to basic feeding and personal hygiene needs, as required by specific job assignment;
20. Ability to occasionally support students with medical or health needs;
21. In an ESL/migratory position, if specified by the administration, ability to be bilingual in Spanish, English, or other languages. (speak, read, and write);
22. Ability to occasionally perform physical activities which may include: moving and/or lifting

- of students with physical disabilities; moving, lifting, and/or physically restraining of students with emotional and/or behavioral disabilities;
- 23. Ability to perform physical activities which may include frequent standing, walking, bending, and/or lifting;
- 24. Ability to occasionally assist students with personal hygiene tasks, assist students with injury and/or illness that could result and possible exposure to bodily fluids;
- 25. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may also be assigned.

1. Assist teachers in the planning and implementation of learning experiences of students enrolled in programs; confer with teacher to provide feedback on student performance, progress, and testing activities;
2. Assist the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities;
3. Assist in monitoring classroom management in accordance with the district's discipline procedures, which may include the physical restraint, physical movement, lifting and carrying of students;
4. Supervise students in and outside of the classroom with an understanding of and provision for a safe environment;
5. Perform various clerical functions in student record keeping, monitor assignments, IEP development, maintain accurate files, and other related functions;
6. Assist with the supervision of students during emergency drills, assemblies, and play periods;
7. Assist with large group activities as drill work, reading aloud, and story telling;
8. Read to students, listen to students read, and participate in other forms of oral communication with students;
9. Check notebooks, corrects papers, and supervises testing and make up work as assigned by the teacher;
10. Handle discipline problems in accordance with the district's discipline procedures;
11. Alert the teacher to any problem or special information about an individual student;
12. Serve as a source of information and support to any substitute teacher assigned in the absence of the regular teacher;
13. Assist with record keeping to monitor students' daily and monthly data on instructional and behavioral progress;
14. Assist classroom teacher in diagnostic testing and reporting;
15. Provide remedial instruction as requested;
16. Prepare and teach a unit of instruction under the supervision of a teacher;
17. Perform clerical duties such as typing, computer entry, duplicating and record keeping;
18. Provide supervision of student in buildings or other school areas and school related activities (i.e., hall duty, at assemblies, in lunch and playground areas, or with school buses as required);
19. Assist the classroom teacher in maintaining class and student records;
20. Maintain a high level of ethical behavior and confidentiality of information about students and staff;
21. Act as a friendly ambassador for the Stark County School District;
22. Perform such other tasks as may seem to be appropriate to the Board or Administration;
23. Participate in in-service programs as assigned;
24. Maintains satisfactory attendance, as defined in District policy and regulations
25. Assist education teaching staff with implementing individualized education plan (IEP);
26. Assist education teaching staff responsible for preparation, implementation, and evaluation of individual and group behavioral programs;
27. Assist education teaching staff in communicating with teachers and parents of student's progress;
28. Assist teaching staff responsible for writing, reviewing, updating, implementing, and

- evaluating instructional programs;
29. Occasionally assist students who may exhibit aggressive behavior, which may include physical restraint, as required by specific job assignment;
  30. Occasionally assist with physical management of student, including lifting, moving, and positioning of disabled students, as required by specific job assignment; and
  31. Occasionally assist students with medical issues by completing medical and/or health procedures, as required by specific job assignment.
  32. Serve as mandated reporter to Department of Children and Family Services

**CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:**

1. Must possess valid paraprofessional certification
2. Criminal Justice Fingerprint Clearance; and
3. Blood borne Pathogen Training/Hepatitis B Shot Series/Training as designated by the District.

**PHYSICAL DEMANDS:** Must maintain the ability to perform the essential functions of this job.

**TERMS OF EMPLOYMENT:** Days and hours to be arranged, with salary according to current schedule.

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Teacher Aide's Signature

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Date