
Job Description – Classroom Aide

Primary Function: Under the direction of the Principal and designated teacher, assists the teacher in the preparation and management of classroom activities and administrative requirements.

Responsibilities/Duties:

- Upholds and enforces school rules, administrative regulations and state and local board policy
- Assists the teacher in preparing instructional materials and classroom displays
- Works with individual students or small groups to conduct instructional exercises assigned by the teacher
- Assists with the administration and scoring of objective testing instruments or work assignments
- Keeps the teacher informed of any special needs or problems of individual students
- Assists in supervising students throughout the school day, both inside and outside the classroom
- Assists in inventory, care and maintenance of classroom equipment
- Assists in maintaining a neat and orderly classroom
- Assists the teacher in keeping administrative records and preparing required reports
- Checks and records student attendance
- Participates in in-service training programs, faculty meetings and special events, as needed
- Provides orientation and assistance to substitute teachers
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers

Other

- Demonstrates behavior that is professional, ethical and responsible
- Maintains confidentiality
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Methods of collecting and organizing data and information
- District and department policies and procedures
- Relevant federal and state laws and requirement
- Operation of a computer and assigned software

Ability to:

- Work well with children
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others

- Maintain regular and consistent attendance
- Develop, plan and organize daily operations
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

Education/Licenses/Experience: High school diploma or equivalent. At least 48 college hours or successful completion of Paraprofessional Certification Training or similarly approved program/course upon hire. Educational Aide Certificate I, II or III, or willingness to obtain.

Working Conditions:

Mental Demands: Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control under stress; ability to communicate effectively (verbal and written); coordinate district support functions.

Physical Demands/Environmental Factors: Lifting/carrying - 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer; speaking clearly; occasional district-wide, state-wide travel; work occasional irregular hours and prolonged hours.

Calendar and Salary Range: 187 work days. See current pay grade on the Paraprofessional Compensation Plan.

Revised: 7/18/23

The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date