

**SCHOOL DISTRICT OF BAYFIELD
TEACHER'S AIDE POSITION DESCRIPTION**

IMMEDIATE SUPERVISOR: District Administrator

JOB GOAL: To provide support services to Instructional Units

QUALIFICATIONS: The person selected for this position will be responsible for assisting a classroom teacher in the general supervision and management of the children. The person selected for this position shall be at least 18 years of age, in the process of becoming professionally prepared to supervise young children, and must meet the requirements of the licensing agency. This person must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children and employees, and be willing to fulfill responsibilities in accordance with the school's educational philosophy. The ability to consistently apply RTI and PBIS tenants while carrying out duties.

RESPONSIBILITIES SHALL INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING:

- 1) Assisting in the implementation of the daily program under the direction of the teacher.
- 2) Assisting in planning and preparing the learning environment, setting up interest centers and preparing needed materials and supplies.
- 3) Supervising the classroom when the teacher is out of the room.
- 4) Helping with general housekeeping and kitchen tasks.
- 5) Assisting the teacher in any other appropriate ways.
- 6) Maintaining professional attitudes and loyalty to the school.
- 7) Treating all children with dignity and respect.
- 8) Attending all staff meetings and recommended training programs and workshops as directed.
- 10) Maintaining confidentiality about children, their families, and other employees outside the school.
- 11) Supervising outside playground activities.
- 12) Helping with the operations of audio/visual aids (projectors, etc.).
- 13) Follow directions given by head teacher or immediate supervisor.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work environment:

- is indoors;
- is in a temperature controlled area;
- is where frequent interruptions and distractions occur;
- is where moderate levels of noise are likely to occur;
- is where possible exposure to human blood and bodily fluids may occur.

TERMS OF

EMPLOYMENT: As determined by the Board of Education

EVALUATION: Performance of this job will be evaluated annually by the District Administrator and/or Finance Manager in accordance with Board of Education policy.

APPROVED: May 12, 2014