

Department: School Districts

SPEC DISK E4

Classification: Non-Competitive

DOCUMENT 14

Grade: _____

TEACHERS' AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting in the performance of school teachers functions by performing varied duties associated with the teaching process. This title is employed for the main purpose of relieving school teachers of that part of their duties which while related to the teaching process, can be performed by non-professional personnel. The duties of this class differ from those of School Monitor due to the more complex nature of the assignments that are performed. The duties of School Monitor are generally quite limited in scope whereas those of Teachers' Aides often times require specific skills or abilities. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reads in a foreign language from prepared scripts for tape recording purposes;

Assists in overseeing technical operations of language laboratory equipment;

Helps to set up science laboratory equipment, conduct experiments and performs limited review of student laboratory reports;

Helps in the technical preparation and production of television programs;

Reads to and plays records for children in lower grades;

Provides piano, violin or other musical accompaniment;

Proctors and otherwise helps to conduct examination;

May assist teachers in the correction of test papers, recording of grades, maintaining files and preparing statistical reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good general intelligence; ability to establish good relationships with children and others; familiarity with classroom routine; good background or knowledge in specific field where specialized duties are involved; above average clerical aptitude; resourcefulness in conducting activities indirectly related to teaching process; neat personal appearance; ability to maintain discipline; tact; courtesy; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of an equivalency diploma and additional experience and knowledge in a particular field where specialized duties are involved; or

- (b) An equivalent combination of training and experience as defined by the limits of (a).