



MEMORANDUM

TO: Prospective Teacher Aides

FROM: Michael Skerritt

DATE:

SUBJECT: Teacher Aide Job Description and Responsibilities

Putnam/Northern Westchester BOCES employs many teacher aide in a variety of programs. From year to year or sometimes during the course of a year, it becomes necessary to transfer teacher aides from one program to another in order to meet the needs of our students. Therefore, teacher aides must be willing to work in all of our programs.

Attached you will find a copy of the Teacher Aide Job Description. Please read it so that you are familiar with the duties and responsibilities of the position. In some of our programs, teacher aides are required to perform certain tasks that are physical in nature in order to meet the needs of certain student populations. These tasks may include lifting, restraining, feeding, toileting, and diapering students, as well as swimming in the pool.

After you have familiarized yourself with the requirements of a Teacher Aide, please read and sign below.

I have reviewed the Teacher Aide Job Description and additional requirements described above. I agree to and I understand that I must fulfill the essential functions of this position, and I am willing to work in all programs.

Signature

Date

Employee Name (Please print)

JOB DESCRIPTION

- I) TITLE: Teacher Aide
- II) RESPONSIBILITY: To assist teachers in non-teaching duties such as managing records, materials and equipment. Attends to the physical needs of children. Supervises students and performs support teaching duties when services are determined and supervised by teachers.
- III) REPORTS TO: Administrator and/or Teacher
- IV) PRIMARY DUTIES:

A. Professional Qualities

1. Serves as an appropriate role model to students, peers and the community
 - a. Arrives to work on time.
 - b. Exhibits neat appearance and appropriate dress.
 - c. Uses appropriate language within the school community.
 - d. Respects confidentiality of information about students.
2. Contributes to a positive emotional climate within the classroom.
 - a. Reacts calmly and in a poised manner to student behavior.
 - b. Treats students in a fair and impartial manner.
 - c. Demonstrates respect for all students.
 - d. Helps students to improve their sense of responsibility, self-discipline, cooperation and respect for others.
3. Demonstrates a positive attitude toward the school community.
 - a. Participates in designated staff meetings and in-service activities.
 - b. Seeks to communicate problems or concerns in a constructive manner to the teacher or supervisor.
 - c. Actively participates in the general life of the school: e.g., clubs, open house, mall exhibits (Occupational Education), awards assemblies.

B. Non-Teaching Duties

1. When assigned, monitors students in halls, bus area and during break time activities.
2. Helps teacher prepare and clean up classroom or lab.

3. Records attendance for teacher's reporting.
4. When assigned assists in the safe transporting of children by bus or other vehicle.
5. Assists in the ordering and purchasing of supplies.
6. Manages, secures and assists in the inventorying of records, materials and equipment.
7. Helps set up audiovisual equipment.
8. Assists in the orderly arrival and dismissal of students.
9. Assists teacher in performing other clerical duties as needed.

C. Support Teaching Duties

1. Supervises students and performs support teaching duties when services are determined and supervised by teachers.
2. Works with individual pupils or groups of pupils on instructional activities as directed.
3. Assists with the preparation of instructional materials.
4. Attends to the physical needs of students.
5. Assists the teacher in providing instructional assistance to students needing additional help.
6. Supports the teacher in helping pupils to understand the purposes of a specific lesson and engages in activities designed to achieve those purposes.
7. Assists the teacher in monitoring and reporting student progress on a daily basis.
8. Assists the teacher in taking necessary and reasonable precautions to protect the health and safety of students by providing (along with the teacher) relevant safety instructions.

D. Other Duties

1. Performs other appropriate duties assigned by the teacher and/or administrator.