



*Board of Education of the City of St. Louis*  
**CAREER OPPORTUNITY**

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<b><i>Position Title:</i></b>	Teacher Aide II
<b><i>Payroll/Personnel Type:</i></b>	10 Month Position
<b><i>Reports to:</i></b>	Principal

**Position Summary:**

To assist and support the classroom teacher in carrying out the daily program to achieve teaching objectives by working with individual student's or small groups to help them achieve the skills levels of the class as a whole. Aide works under the direction and supervision of the principal in cooperation with the teacher.

**Essential Functions:**

- Assists in administering, scoring and recording such diagnostic and achievement tests as assigned by the classroom teacher.
- Assists, under direction of the classroom teacher, in planning and implementing follow up activities to reinforce initial instruction provided by the classroom teacher.
- Works with individual students or small groups of student's to reinforce learning of material or skills initially introduced by the classroom teacher.
- Assists the classroom teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs interests and abilities.
- Guides independent study, enrichment, and/ or remedial work for the children as assigned by the classroom teacher.
- Checks notebooks, corrects papers and supervises make up work and objective type testing as assigned by the classroom teacher.
- Assists with such large group activities as drill work, reading aloud, and storytelling.
- Serves as a resource of information and help to any substitute teacher assigned in the absence of the regular teacher.
- Observes pupil behavior and assists in correcting minor problems and reporting major difficulties to the teacher. Teacher aides are not to administer any form of corporal punishment.
- Alerts the classroom teacher to any needs relevant information which best serve the individual student.
- Maintains a high level of ethical behavior and confidentiality of information about students.
- Assists with the supervision of students, as assigned, during duty periods, lunch periods, recess periods, assemblies and on field trips.
- Helps to prepare the room and materials for use in lessons. This includes keeping bulletin boards other learning displays up to date as assigned by the classroom teacher.
- Assists the classroom teacher in the development and construction of materials to be used in reinforcement activities.

**Experience:**



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- One to three months related experience and/ or training; or equivalent combination of education and experience.

**Education:**

- High school diploma or equivalency.
- At least 60 semester hours of college credits.’
- Possess ability to communicate with children and adults.

**Knowledge, Skills, and Abilities:**

- Interest in and aptitude for work to be performed. Possess ability to communicate with children and adults.

**Physical Requirements:**

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk and hear.
- The employee is occasionally required to stand; walk and stoop, knell, crouch.
- The employee must occasionally lift or move up to 25 pound.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Working Conditions and Environment:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually quiet.

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

\_\_\_\_\_  
Employee      Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date



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Human Resources

Date

*In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.*