



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

Position Title:	Teacher Aide I
Payroll/Personnel Type:	10 Month Position
Reports to:	Principal

Position Summary:

To provide opportunities for the teacher to attend to the individual needs of students. Works under the direction and supervision of the principal in cooperation with the teacher.

Essential Functions:

- Aids in serving students with reinforcement learning skills in follow up activities as assigned and instructed by classroom teacher
- Assists in recordkeeping, recording student attendance, cataloging and distributing instructional materials as assigned by the teacher
- Performs basic routine operational procedures within assigned area in order to free the classroom teacher for more instructional purpose, such as distributing and collecting papers, workbooks and other instructional materials
- Corrects objective- type tests and quizzes and records the student's grades
- Operates equipment used in the classroom for instructional purposes
- Prepares dittos and other teaching materials planned by the teacher
- Observes pupil behavior and assists in correcting minor problems and reporting major difficulties to the teacher
- Teacher aides shall not administer any form of corporal punishment
- Assists with the supervision of students as assigned during duty periods, lunch periods, recess periods, assemblies and on field trips
- Collects and records collection of money as assigned by the classroom teacher
- Catalogues and files instructional materials and maintains an inventory of supplies and equipment and prepares orders or requisitions for needed material as assigned by the classroom teacher
- Reads to students, listens to students read and participates in other forms of oral communication with the students
- Helps student's master equipment or instructional materials as assigned by the classroom teacher
- Assists in keeping bulletin boards and other classroom learning displays up to date as assigned by the classroom teacher
- Assists students in the library or media center
- Maintains a high level of ethical behavior and confidentiality of information about students
- Attends job related in-service sessions and workshop activities as assigned by the principal
- Performs other related duties as authorized by the principal or other designated supervisor

Knowledge, Skills, and Abilities:

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

Experience:



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

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

Education:

- High school diploma or equivalency

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

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

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.