

Section: G Personnel

Policy Code: GFBCD Job Description: Assistant Teacher (Aide)

Policy:

QUALIFICATIONS:

- ~~1. High School Diploma~~
- ~~2. Make a passing grade on the Assistant Teacher Examination, an Associate's degree, 48 hours (minimum) of academic college credit at an institution of higher education, or a passing score on the ACT WorkKeys (or other examination deemed appropriate by the SDE)~~
- ~~3. Possess a general understanding of the District Educational Program~~
- ~~1. Must be able to lift a minimum of 25 pounds.~~

Pre-Kindergarten

1. Early Childhood Associate Degree OR
2. Associate Degree OR 60 College Credit Hours AND 12 Early Childhood College Credit Hours* OR Completion of an Early Childhood Training Program**
3. High School Diploma/GED AND Verification of WorkKeys® Scores*** AND 12 Early Childhood College Credit Hours OR Completion of an Early Childhood Training Program**
4. Possess a general understanding of the District Educational Program
5. Ability to lift a minimum of 25 pounds

*These hours can be included in the Associate Degree or 60 College Credit Hours

**Completion of an Early Childhood Training Program includes the Child Development Associate (CDA), National/State Director's Credential Montessori Credential, and the MDE's intensive specialized Early Childhood Training Program.

***WorkKeys® requirements: Reading for Information score of 4, Applied Mathematics score of 4, and a Writing or Business Writing score of 3.

Kindergarten – 12th grade

1. Associate Degree or higher OR
2. Two years or 48 College Credit Hours (transcript verification required) OR
3. High School Diploma/GED AND Verification of WorkKeys® Scores*
4. Possess a general understanding of the District Educational Program
5. Ability to lift a minimum of 25 pounds

*WorkKeys® requirements: Reading for Information score of 4, Applied Mathematics score of 4, and a Writing or Business Writing score of 3.

REPORTS TO:

Building Principal

JOB GOAL:

The Assistant Teacher is to assist the Supervising Certified Teacher in planning, implementing,

and conducting an effective educational program, as well as related supporting activities of the school.

JOB DUTIES:

1. Contribute through their work to the development and implementation of a successful instructional program.
2. Promote a positive image of the school and district program to the public.
3. Work harmoniously with staff and students.
4. Model good reading, writing, and speaking skills for students.
5. Cooperate with the supervising certified teacher(s).
6. Attend and participate in professional development programs.
7. Work directly with students reinforcing skills taught by a certified teacher.
8. Monitor written assignments as students work. When misunderstanding of an assignment is detected, immediate re-teaching/reinforcing will be provided.
9. Work with a large group when reading to the group and/or playing vocabulary games.
10. Work with individual or small groups to reinforce basic language, reading, mathematics and social skills.
11. Assist the classroom teacher on the playground in teaching and coaching physical activities that strengthen large motor skills.
12. Attend parent-teacher conferences, as directed.
13. Serve as a resource person in curriculum, organization, and student evaluation.
14. Assist the supervising teacher with resource files, audio-visual items, student unit packets, etc.
15. Serve as proctor among students at any time (such as classroom management, recess duty, testing, etc.) under the direct and immediate supervision of a certified teacher.
16. Perform other such reasonable duties as directed by the administration and/or certified supervising teacher.

TERMS OF EMPLOYMENT:

To be employed for 8 hours per day, 180 days per year.

Salary established by Board Policy GGBD.

EVALUATION:

Performance in this position shall be evaluated regularly, by the Principal in accordance with provisions established by the Board of Education.

~~ESSER funded positions are temporary positions that will only be available through December 2024.~~