

## SCHOOL DISTRICT OF IOLA-SCANDINAVIA

541.1

### TEACHER'S AIDE (Job Description)

Qualifications: (1) Must have graduated from high school; (2) Must have typing, filing, office and human relations skills; (3) Must know how to operate office machines; (4) Must meet any additional qualifications set by the district; and, (5) College and/or vocational training is preferred.

Chain of Supervision: Reports to the teacher(s) to which assigned, and to the building principal.

Duties and Responsibilities: A teacher's aide shall:

1. Assist teacher(s) in the assigned department(s). He/she shall:
  - a. Duplicate tests and worksheets as requested.
  - b. Operate office machines as needed.
  - c. Assist teacher(s) by working with small groups or individual students per teacher guidance.
  - d. Handle correspondence as appropriate.
  - e. Take roll call in specified classes, if requested.
  - f. Perform non-teaching duties in specified classes, if requested.
  - g. Assist in supervising students.
2. Substitute for or assist secretaries or other staff during absences or emergencies upon request of the principal.
3. Use skillful human relations at all times.
4. Perform any and all other duties prescribed by the teacher(s) to which he/she is assigned, building principal, District Administrator or Board.

Evaluation: The building principal shall complete a written evaluation on an annual basis. The evaluation shall be based primarily on input provided by teachers.

Terms of Employment: A teacher's aide shall be employed for school days that are in session during the regular school year. The workday shall vary with specific needs of the class (es) or teacher(s) to whom assigned. Additional hours or days may be assigned for special situations if approved by the building principal, and District Administrator. Contract provisions shall conform with the negotiated agreement between the Board and the Iola-Scandinavia Auxiliary Association (I-SAA).

CROSS REF: I-SAA Contract

APPROVED: May 14, 2001

REVISED: 06/08/2009