

SUPPORT STAFF POSITIONS (ACADEMIC AIDE)

QUALIFICATIONS:

1. Exhibits a varied amount of education and/or professional training.
2. Is willing to work with all types of students.
3. Exhibits expertise with word processing.

SUPERVISORY RESPONSIBILITY:

1. The academic aide is supervised by a teacher and/or the building principal.

RESPONSIBILITIES:

1. Prepares materials under the direction of the teacher.
2. Helps teacher research learning materials and assists in any necessary preparation for use in the classroom.
3. Directs individual or group student learning under the direct supervision of the teacher.
4. Assists teacher in correcting papers and recording grades in the grade book.
5. Assists teacher in classroom supervision.
6. Establishes a personal humanistic relationship with assigned staff and students.
7. Maintains confidentiality of information regarding the school.
8. Participates in teacher aide in-service programs.
9. Is familiar with the rules, regulations, and policies of the school.
10. Establishes a sense of loyalty to the school and a proper regard for the professionals with whom he/she works.
11. Assists with other duties as assigned by the principal.