



Locator/Title: 7-9300 Teacher Aide - Summer Program
Division: Exceptional Education Division

Last Revision: 03/26/2012

Locator Number: 7-9300

JOB DESCRIPTION

POSITION TITLE: Teacher Aide - Summer Program
DEPARTMENT/PROGRAM: Exceptional Education Division
REPORTS TO: Classroom Teacher/Program Supervisor

General Responsibilities:

Teacher Aides may be assigned as a classroom aide, personal aide, or recreational aide in the pool or gymnasium.

Specific Duties: (Illustrative only; not all inclusive)

1. Assists with activities as the teacher requests.
2. Works with individual children as the teacher requests.
3. Assists children in arriving and leaving to remove or put on clothing, put clothing and lunch boxes away or prepare for going home.
4. Helps keep supplies and materials in order.
5. Helps prepare materials for their use.
6. Cleans up and puts away materials after use.
7. Helps prepare for snack time and clean up.
8. Changes children's clothing and cleans children if this should be necessary through a toilet or eating accident.
9. Cares for a child when removal from the classroom is necessary or when the child must go to another part of the building and needs supervision; accompany child to special area subjects (e.g. art, music, p.e.) if requested.
10. Supervises games and free plan as requested, both indoors and outdoors.
11. Supervises lunch activities as the teacher requests.
12. Assists students in swimming pool.
13. Performs as teacher requests:
 - a. taking of attendance
 - b. help to check seatwork and correct papers

- c. sets up audio-visual equipment
- d. assists in decorating bulletin boards
- e. helps children learn to manipulate objects correctly
- f. guides movement of children in music activity or in craft projects.