

Teacher's Aide

Hastings Catholic Schools



Job Description

Reports to: Principal – Hastings Catholic Schools

Date: June 2020

BASIC FUNCTION: Work with students and perform additional tasks to support teachers in providing a comprehensive educational program. Our ideal candidate is industrious, cooperative and knowledgeable about educational best practices and child development.

PRINCIPAL ACCOUNTABILITIES include but are not limited to:

Teacher's Aide Duties and Responsibilities

- Prepare materials for lessons, demonstrations, and bulletin boards
- Operate equipment including computers, printers, photocopiers, and laminators
- Ensure that students have all materials necessary for class activities
- Work with students individually or in small groups for extension or remediation
- Provide extra help as needed to students with physical, mental, or linguistic limitations
- Maintain detailed records of students' progress on instructional or behavioral goals
- Supervise bus loading and unloading or car rider drop-off and pick-up
- Grade assignments and record results in school computer system
- Take daily class attendance and maintain accurate attendance records
- Collect and turn in money from students for activities and fees
- Support students with assistive devices and supportive technologies
- Coordinate with classroom teachers to determine daily tasks
- Under the supervision of specialists, execute therapeutic regimens
- Adhere to accommodations in students' IEPs and 504 plans
- Lead activities designed to foster students' mental, physical, and social development
- Supervise students in various settings including classrooms, playgrounds, and field trips
- Enforce school rules and policies
- Participate in parent-teacher conferences as requested by teachers
- Attend staff meetings, professional development, and training sessions

Teacher's Aide Qualifications

- High school diploma or GED required
- Associate degree in education or related field preferred
- Certification in child first aid and CPR
- At least one year of relevant experience in an educational or childcare setting
- Exemplary written and spoken communication skills
- Strong collaboration skills; able to work well with a team
- Effective multitasker; can prioritize tasks based on importance and deadlines
- Must pass background check and drug test before starting employment

TYPICAL PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Must be able to stoop, sit, stand, push, pull, and stretch consistent with an office environment;
- Must be able to negotiate stairs as needed, no elevator in the building.
- Must be able to drive to various locations as required;
- Must be able to use standard office equipment and programs such as computer, telephone, fax machine etc. in conjunction with administrative duties; Microsoft Office Suite which includes Word, Excel, Power Point, Publisher, etc.

Approved: _____ Date: _____
Superintendent of Schools

Reviewed: _____ Date: _____
Unity Board