

# SCHOOL DISTRICT OF SARASOTA COUNTY

## JOB DESCRIPTION

### TEACHER AIDE I

**SALARY SCHEDULE: SSP-3**

**COST CENTER: DISTRICT-WIDE**

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Eagerness to assist children in the learning process.
- (3) Associate of Art's / Associate of Science Degree or sixty (60) hour equivalent from an accredited educational institution or passing score on the Para Pro Assessment Test.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child growth and development. Ability to perform first aid and CPR. Some understanding of various exceptionalities. Possess good organizational skills. Ability to prioritize functions and manage time wisely. Ability to communicate effectively, both orally and in writing.

#### REPORTS TO:

Principal or designee

#### JOB GOAL

To assist students in reaching their maximum potential.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Assist in the supervision of students on campus as well as in the classroom.
- \* (2) Work with students in groups and/or individually as directed by the teacher.
- \* (3) Grade, record and distribute papers as directed.
- \* (4) Assist with supervision of the cafeteria.
- \* (5) Escort students to the library and other areas of the building.
- \* (6) Assist and monitor testing of students in preparation for tests.
- \* (7) Accompany students to classes outside their normal setting.
- \* (8) Distribute textbooks and other materials at the direction of the teacher.
- \* (9) Operate equipment for videos, movies and other media used by the teacher.
- \* (10) Assist new students in adjusting to their new environment.
- \* (11) Assist with class / student projects.
- \* (12) Assist with the distribution of report cards and other reports to parents.
- \* (13) Demonstrate initiative in the performance of assigned responsibilities.
- \* (14) Provide for a safe and secure workplace.
- \* (15) Model and maintain high ethical standards.
- \* (16) Follow attendance, punctuality and proper dress rules.
- \* (17) Maintain confidentiality regarding school matters.
- \* (18) Maintain positive relationships with staff, parents and students.
- \* (19) Participate in workshops and training sessions as required.
- \* (20) Keep supervisor informed of potential problems or unusual events.
- \* (21) Respond to inquiries or concerns in a timely manner.

**TEACHER AIDE I (Continued)**

- \*(22) Prepare all required reports and maintain all appropriate records.
- \*(23) Follow all School Board policies, rules and regulations.
- \*(24) Exhibit interpersonal skills to work as an effective team member.
- \*(25) Demonstrate support for the School District and its goals and priorities.
- (26) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 04**

\*Essential Performance Responsibilities