

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

TEACHER AIDE II

SALARY SCHEDULE: SSP-3

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) May require typing and computer expertise.
- (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:

Basic knowledge and understanding of children. Ability to follow directions and work as a team member. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Principal or designee

JOB GOAL

To assist the teacher, department or office staff as assigned.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist school personnel with supervision of areas assigned.
- * (2) Perform clerical duties such as copying, filing, recording, and others.
- * (3) Assist in maintaining a safe learning environment.
- * (4) Monitor and report inappropriate student actions.
- * (5) Assist teachers in implementing classroom activities.
- * (6) Assist teachers with behavior management.
- * (7) Assist students with accomplishing assigned tasks.
- * (8) Assist teachers with preparing instructional materials.
- * (9) Assist in maintaining an attractive and orderly environment.
- * (10) Assist the teachers in assessing student progress.
- * (11) Demonstrate initiative in the performance of assigned responsibilities.
- * (12) Model and maintain high ethical standards.
- * (13) Follow attendance, punctuality and proper dress rules.
- * (14) Maintain confidentiality regarding school matters.
- * (15) Maintain positive relationships with staff and students.
- * (16) Participate in workshops and training sessions as required.
- * (17) Communicate effectively with staff.
- * (18) Keep supervisor informed of potential problems or unusual events.
- * (19) Respond to inquiries and concerns in a timely manner.
- * (20) Prepare all required reports and maintain all appropriate records.
- * (21) Follow all School Board policies, rules and regulations.
- * (22) Exhibit interpersonal skills to work as an effective team member.

TEACHER AIDE II (Continued)

- *(23) Demonstrate support for the School District and its goals and priorities.
- (24) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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. 03

*Essential Performance Responsibilities