

**WINNER SCHOOL DISTRICT 59-2
OFFICIAL SCHOOL BOARD POLICY**



Title: Teacher's Aide

QUALIFICATIONS:

High School Diploma

District Preference: Minimum of 48 Undergraduate Credits

REPORTS TO:

Building Principal

PERFORMANCE RESPONSIBILITIES:

1. Administers, scores and records such achievement and diagnostic tests as the teacher recommends for individual pupils.
2. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by teacher.
3. Assists the teacher in devising special strategies for reinforcing material or skills based upon a sympathetic understanding of individual students, their needs, interests, and abilities.
4. Operates and cares for equipment utilized in the classroom for instructional purposes. May be required to lift stacks of paper, or move office equipment on a limited basis -- certainly no more than 25 pounds at any one time.
5. Helps pupils master equipment and/or instructional materials assigned by one or more classroom teachers.
6. Distributes and collects workbooks, papers, and other materials for instruction.
7. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
8. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips. Also assists with playground duty. Because of requirement #8 this individual should be in good health as well as willing to be an active participant in many separate endeavors, that occur on a daily basis.
9. Keeps bulletin board and other classroom learning displays up to date.
10. Assists with such large group activities as drill work, reading aloud, and story telling.
11. Reads to pupils, listens to students read, and participates in other forms of oral communications with students.
12. Assists students in the library and/or media center.
13. Checks notebooks, corrects papers, and supervises testing and makeup work, as assigned by the teacher.
14. Checks and records pupil attendance.
15. Alerts the regular teacher to any problem or special information about an individual student.
16. Submit to health screening and comply with all school district policies.