

Northern California Conference
Job Description

DATE:	June 1, 2022	TITLE:	Teacher's Aide (9-12)
LOCATION:	NCCE	Wage/Salary:	\$ TBD
STATUS:	Part-time/Temporary	ERI Category:	18
REPORTS TO:	Principal		

SUMMARY: To assist a certificated classroom teacher in the general supervision and instructional program.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Assists in the implementation of the daily program under the direction of the teacher.
2. Assists in planning and preparing the learning environment, setting up interest centers and preparing needed materials and supplies.
3. Assists in administering and correcting class assignments.
4. Grades homework and tests, and computes and records results.
5. Supervises the classroom when the teacher is out of the room.
6. Assists the teacher in any other appropriate ways.
7. Maintains professional attitudes and loyalty to the school.
8. Treats all children with dignity and respect.
9. Maintains confidentiality about children, their families, and other employees outside the school.
10. Supervises students at assemblies, on field trips, lunch, recess and other activities.
11. Follows directions given by head teacher or immediate supervisor.
12. Performs other related duties as assigned by supervisor.

JOB REQUIREMENT:

This position requires strict confidentiality. The employee must refrain from accessing confidential information not specifically required for his/her duties. The employee must refrain from releasing confidential information to individuals who are not authorized to receive information and from discussing sensitive information with coworkers, friends, family members, or other associates without a legitimate "need to know" and/or proper authorization. The employee must follow documented protocols in transmitting confidential information.

JOB SPECIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability, and physical requirements necessary to perform the job.

Education and/or Experience

An associate degree and two years experience are desired. (Another equivalent combination of education and experience may be substituted.)

Language Skills

Must be able to read and write functional English. Must possess the ability to read, analyze, and interpret documents, as well as the ability to respond effectively to very sensitive inquiries or complaints.

Mathematical Skills

Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must possess the ability to read charts and graphs.

Computer Skills

Must be proficient in Microsoft Office Suite (Word, Excel, Outlook). Must possess computer literacy for internet research and knowledge of applicable programs and software.

Reasoning Ability

Must be able to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Must possess the ability to deal with nonverbal symbolism and a variety of abstract and concrete variables.

Certificates, Licenses, Registrations

None required.

Other Skills and Abilities

Must be able to relate to diverse groups of people (cultural, gender, age, etc.). Must be a team player and be able to work in a team-like environment. Must have good written and verbal communication skills, as well as the ability to listen carefully. Must possess adaptability and demonstrate creative responses to setbacks and obstacles. Must show personal management and motivation to work toward goals. Must demonstrate group

and interpersonal effectiveness, cooperativeness, and teamwork, and be able to negotiate disagreements. Regular attendance is required.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. This job requires the frequent use of keyboard and mouse. The employee must occasionally lift and/or move up to 30 pounds. (Assistance should be requested when lifting requirements exceed 30 pounds.) Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment is both inside the classroom and outside in our farm, garden and orchard. Overtime is not permitted without supervisor's prior approval.

*** * * Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**