# Teacher Aide Job Description

**Teacher Aide:** _______________  **School Year:** _______________

**Program:** _______________  
(i.e. 6:1:1)  
**Teacher’s Name:** _______________

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## Classroom Organization

- Duplicating materials
- Preparing displays and bulletin boards
- Making instructional materials as directed by teacher
- Creating seating arrangements for various small group activities
- Other:

## Student Assessment

- Checking student work
- Keeping anecdotal records on student performance
- Administering teacher-made test
- Providing Test Modifications
- Other:

## Setting Objectives

- Documenting when a student has mastered an objective
- Identifying possible objectives for a student
- Reinforcing subjects which have been taught by the teacher
- Assisting small groups of students
- Working one-on-one with students
- Providing appropriate feedback to students
- Other:

## Personal Care Management to include

- Assists students with ADLs (Activities for Daily Living) including toileting and feeding
- Assists students with positioning and transfers
- Follows through with PT, OT, or speech protocol/programs
- Provides specialized care for students under the supervision of school nurse
- Other:

## Behavior Management

- Monitoring students in less structured environments (i.e. PE, recess, lunchroom)
- Monitoring students in time-out
- Monitoring student behavior with tracking charts, contracts, behavior management plans
- Supervising students in restricted lunch
- Helping students deal with stress
- Developing strategies which reinforce appropriate behavior
- Monitoring small groups
- Monitoring large groups
- Other:
### Building Classroom Partnerships

| Working with one partner teacher |
| Working with a number of partner teachers |
| Working with integrated therapy teams |
| Other: |

### Professionalism

| Maintains consistent attendance |
| Is punctual |
| Maintains hours designated by host school/program |
| Maintains strict confidentiality regarding students, families, and/or adult consumers |
| Maintains strict confidentiality regarding staff |
| Dresses in accordance with established dress code |
| Attends all required staff meetings |
| Participates in ongoing staff development including staff development activities |
| Maintains accurate records |
| Interactions with adults are appropriate, polite, and respectful |
| Completes or assists with all tasks as assigned by teacher/supervisor in a timely manner |
| Other: |

### Miscellaneous

| Monitoring the lunchroom |
| Assisting with hall and bus duties |
| Supervising students in community settings |
| Other: |

### Additional Tasks:

- _____________________________________________________________________________________
- _____________________________________________________________________________________
- _____________________________________________________________________________________
- _____________________________________________________________________________________
- _____________________________________________________________________________________

The signatures below indicate that the job description was reviewed collaboratively between the teacher and teacher aide. This should be done by the end of the first month of school, or within 4 weeks on the job.

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Teacher Aide Signature ________________ Date ____________

Teacher Signature ________________ Date ____________

Supervisor Signature ________________ Date ____________