

# HCCA Teacher Aide Position

## Job Description

The teacher aide is responsible for providing assistance to instruction by assisting the teacher in achieving educational objectives by working with individual students or small groups to help them achieve the grade-appropriate skill levels. The teacher aide assists the teacher in providing a well-organized, smoothly functioning classroom environment in which students stay on task with learning.

## Essential Position Duties

1. Leads instructional activities with individual students or small groups of students following teacher direction and demonstration. Provides assistance to students during special classes (art, music, etc.).
2. Helps in preparation of materials for class and classroom activities.
3. Monitors student use of instructional equipment. Provides general maintenance of equipment including cleaning and disinfecting.
4. Serves as a source of information and help to any substitute teacher assigned in the absence of the regular teacher.
5. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected in the classroom teachers.
6. Helps in implementing behavior management programs designed by teacher.
7. Assists with the supervision of students during emergency drills.
8. Observes and intervenes to redirect inappropriate behavior.
9. Assists, monitors, and guides students to pay attention, participate in activities, and complete tasks.
10. Upholds the HCCA Statement of Faith
11. Performs other duties that can arise as appropriate