

Policy GFBCD: Job Description: Assistant Teacher (Aide)

Status: DRAFT

Original Adopted Date: 04/09/1998 | Last Revised Date: 05/12/2025 | Last Reviewed Date: 05/12/2025

ASSISTANT TEACHER (AIDE)

QUALIFICATIONS:

Transcripts are required for all degrees, diplomas and educational hours.

Pre-Kindergarten

1. Early Childhood Associate Degree OR
2. Associate Degree OR 60 College Credit Hours AND 12 Early Childhood College Credit Hours* OR Completion of an Early Childhood Training Program**
3. High School Diploma/GED AND Verification of WorkKeys® Scores*** AND 12 Early Childhood College Credit Hours OR Completion of an Early Childhood Training Program**
4. Possess a general understanding of the District Educational Program
5. Ability to lift a minimum of 25 pounds

*These hours can be included in the Associate Degree or 60 College Credit Hours

**Completion of an Early Childhood Training Program includes the Child Development Associate (CDA), National/State Director's Credential Montessori Credential, and the MDE's intensive specialized Early Childhood Training Program.

***After 2017, WorkKeys® requirements: Silver certificate consisting of a minimum score of 4 on ACT WorkKeys Applied Math, Graphic Literacy, and Workplace Documents Assessments.

Kindergarten – 12th grade

1. Associate Degree or higher OR
2. Two years or 48 College Credit Hours OR
3. High School Diploma/GED AND Verification of WorkKeys® Scores*
4. Possess a general understanding of the District Educational Program
5. Ability to lift a minimum of 25 pounds

*After 2017, WorkKeys® requirements: Silver certificate consisting of a minimum score of 4 on ACT WorkKeys Applied Math, Graphic Literacy, and Workplace Documents Assessments.

REPORTS TO:

Building Principal

JOB GOAL:

The Assistant Teacher is to assist the Supervising Certified Teacher in planning, implementing, and conducting an effective educational program, as well as related supporting activities of the school.

JOB DUTIES:

1. Contribute through their work to the development and implementation of a successful instructional program.
2. Promote a positive image of the school and district program to the public.
3. Work harmoniously with staff and students.
4. Model good reading, writing, and speaking skills for students.
5. Cooperate with the supervising certified teacher(s).
6. Attend and participate in professional development programs.
7. Work directly with students, reinforcing skills taught by a certified teacher.
8. Monitor written assignments as students work. When a misunderstanding of an assignment is detected, immediate re-teaching/reinforcing will be provided.
9. Work with a large group when reading to the group and/or playing vocabulary games.
10. Work with individuals or small groups to reinforce basic language, reading, mathematics and social skills.
11. Assist the classroom teacher on the playground in teaching and coaching physical activities that strengthen large motor skills.

12. Attend parent-teacher conferences, as directed.
13. Serve as a resource person in curriculum, organization, and student evaluation.
14. Assist the supervising teacher with resource files, audiovisual items, student unit packets, etc.
15. Serve as proctor among students at any time (such as classroom management, recess duty, testing, etc.) under the direct and immediate supervision of a certified teacher.
16. Perform other such reasonable duties as directed by the administration and/or certified supervising teacher.

TERMS OF EMPLOYMENT:

To be employed for 8 hours per day, 180 days per year.

Salary established by Board Policy GGBD.

EVALUATION:

Performance in this position shall be evaluated regularly by the Principal in accordance with provisions established by the Board of Education.
