

P.G. Chambers School Job Description

Position Title: Classroom Aide

Responsible To: Assistant Principal

Primary Responsibility: To contribute to the goals and objectives of the School by assisting certified teachers to support students with daily classroom activities

Scope of Responsibilities:

- Under teacher direction reinforces material previously taught by the Certified Teacher.
- Assists the teacher in implementing daily classroom activities that reinforce the attainment of goals and objectives for each student.
- Assists individual student(s) with various learning centers, classroom materials and equipment as instructed by the teacher.
- Reinforces appropriate behavior management according to school policy.
- Organizes, maintains and prepares classroom materials on a daily basis.
- Maintains written classroom records (schedules, attendance, etc.).
- Assists student(s) with bathrooming, dressing and personal hygiene as needed.
- Positions and lifts children within the classroom environment under the direction of certified personnel
- Adheres to all school policies and procedures
- Performs other duties as requested.
- Participates in the development and implementation of new programs and services.
- Invests in professional growth by attending meetings, conferences and continuing education programs.

Qualifications:

- High School Diploma or equivalent.
- Physical ability to lift 40 lbs.
- Previous related experience preferred.

10/2007