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| <b>TITLE:</b>          | <b>Primary Teacher Aide</b>                                                                                                                                                                                                                                             |
| <b>QUALIFICATIONS:</b> | <ol style="list-style-type: none"><li>1. High School Diploma or G.E.D. and passed state test, or has a minimum of two (2) years of college. NCLB requirement.</li><li>2. Must be of high moral character.</li><li>3. Must be neat, courteous, and dependable.</li></ol> |
| <b>REPORTS TO:</b>     | Principal, Supervising Teacher                                                                                                                                                                                                                                          |
| <b>JOB GOAL:</b>       | To assist the teacher in achieving teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.                                                                                               |

**PERFORMANCE RESPONSIBILITIES:**

1. Scores and records such achievement and diagnostic tests as the teacher recommends for individual students.
2. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
3. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
4. Checks notebooks, corrects papers, and supervises testing and makeup work, as assigned by the teacher.
5. Assists with such large group activities as drill work, reading aloud, and story telling.
6. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
7. Alerts the regular teacher to any problem or special information about an individual student.
8. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
9. Assists the teacher in class preparation and record keeping.
10. Supervises students in non-instructional activities such as lunch, free play, and rest time.

11. Participates in in-service training programs as assigned.

12. Performs other duties as assigned.

TERMS OF EMPLOYMENT: Nine-month year. Wages and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)