



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Substitute Teacher Aide
Payroll/Personnel Type:	10 Month
Job #:	9203
Reports to:	Principal
Shift Length:	6.5 Hours a Day
Union Eligibility:	Eligible

Position Summary:

To assist and support the classroom teacher, on as needed basis, in carrying out the daily program to achieve teaching objectives by working with individual students' or small groups to help them achieve the skill levels of the class as a whole. Substitute Teacher Aide works under the direction and supervision of the principal in cooperation with the teacher.

Essential Functions:

- Assists in administering, scoring and recording such diagnostic and achievement tests as assigned by the classroom teacher
- Assists, under direction of the classroom teacher, in planning and implementing follow up activities to reinforce initial instruction provided by the classroom teacher
- Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the classroom teacher
- Assists the classroom teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs interests and abilities
- Guides independent study, enrichment, and/or remedial work for the children as assigned by the classroom teacher
- Checks notebooks, corrects papers and supervises make up work and objective type testing as assigned by the classroom teacher
- Assists with such large group activities as drill work, reading aloud, and storytelling
- Serves as a resource of information and help to any substitute teacher assigned in the absence of the regular teacher
- Observes pupil behavior and assists in correcting minor problems and reporting major difficulties to the teacher
- Teacher aides are not to administer any form of corporal punishment
- Alerts the classroom teacher to any needs relevant information which best serve the individual student
- Maintains a high level of ethical behavior and confidentiality of information about students
- Assists with the supervision of students, as assigned, during duty periods, lunch periods, recess periods, assemblies and on field trips
- Helps to prepare the room and materials for use in lessons
- This includes keeping bulletin boards other learning displays up to date as assigned by the classroom teacher
- Assists the classroom teacher in the development and construction of materials to be used in reinforcement activities
- Performs other tasks as assigned



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Knowledge, Skills, and Abilities:

- Interest in and aptitude for work to be performed
- Possess ability to communicate with children and adults

Experience:

- One to three months related experience and/or training; or equivalent combination of education and experience
- Possess ability to communicate with children and adults

Education:

- High School Diploma or Equivalency (required)
- At least 60 semester hours of college credit (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee Date Immediate Supervisor Date

Human Resources Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.



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