

Teacher Aide Job Description

- Provide orientation to new students to help them with the transition to school
- Help teach the classroom lessons
- Get the classroom ready after a class for the next one
- Be responsible for filing work sheet and report cards on a daily basis
- Participate in PTA/school visits as assigned by supervisor
- Maintain strict confidentiality of all student information in database
- Attendance at all staff meetings and school activities
- Assist in maintaining a safe environment for students and staff by observing established school rules
- Provide tutoring to students with exceptional needs
- Assist cafeteria staff to make sure they have sufficient food, supplies and equipment to prepare meals
- Answer questions from students about the school, peers, or curriculum
- Maintain a student discipline diary of incidents and monitor those who have been referred
- Communicate with parents or guardians by phone or in person to address issues of concern
- Assist in setting up bulletin boards and class projects
- Set up supplies in classrooms before and after school hours
- Aid teachers in the classroom
- Develop relationships with students, families, and staff
- Assist in creating a positive and lively school environment
- Greet new students and parents with a friendly smile
- Assist bus drivers with transportation needs of students
- Call parents if there is an emergency in school
- Assist with meeting planning and preparation.