

**Sheffield City Schools**  
**Job Description – Teacher Aide**

**POSITION TITLE:** Teacher Aide

**QUALIFICATIONS:** (1) High school education or GED (minimum); (2) Post-secondary education, or current enrollment in a teacher education program (preferred);  
(3) Demonstrated aptitude for the work to be performed

**REPORTS TO:** Principal

**PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:**

1. Prepares for classroom activities under supervision of the teacher
2. Works with small groups of students to reinforce material initially introduced by the teacher
3. Assists individual students in need of special attention
4. Performs clerical duties
5. Guides independent study, enrichment work, and remedial work set up by teacher
6. Sets up audiovisual equipment
7. Assists teacher with non-instructional classroom duties
8. Checks notebooks, corrects papers, and supervises testing and make-up work
9. Assists in drill work
10. Assists with reading and storytelling
11. Assists small groups of students in the library and computer lab
12. Participates in inservice training programs, as applicable
13. Performs other duties as assigned
14. Assumes responsibility for acting as a representative of the Sheffield City Board of Education in the solution of problems which might affect his/her specific assignment
15. Assumes responsibility to perform any work which is assigned by the Superintendent of Schools and/or his/her representative, including the immediate supervisor

**TERMS OF EMPLOYMENT:** As established by Board Policy

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

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.

Revised 10/24/2016