

**Thomasville Community Resource Center  
Teacher's Aide Job Description**

Summary:

Under the supervision of the Site Coordinator and Lead Teacher, teacher's aide will assist teachers with an assigned group of children, helping to provide instruction and enrichment opportunities for all children

Qualifications:

1. Prior experience with tutoring and/or pupil instruction
2. Obtain and maintain CPR and First Aid Certification
3. No criminal records
4. Associate Degree or higher and one year experience working with children preferred.

Tasks

- Discuss assigned duties with classroom teachers in order to coordinate instructional efforts.
- Tutor and assist students individually or in small groups in order to help them master assignments
- Provide academic support
- Lead students in organized groups activities
- Maintain appropriate student/site required documents
- Organize and supervise games and other recreational activities to promote physical, mental, and social development
- Provide extra assistance to students with special needs, such as students with physical and mental disabilities
- Help teacher to supervise and promote activities designed to enhance the healthy emotional, social, intellectual, and physical development of children enrolled at the center
- Help maintain a neat and organized Center
- Help children establish good habits of personal hygiene
- Assist with lesson plans for assigned class
- Keep and maintain daily attendance roster of the children in assigned classroom
- Keep teacher and/or Site Coordinators informed in advance of program need
- Report any cases of suspected child abuse or neglect to lead teacher
- Perform all duties as assigned
- Attend all site and staff meetings
- Be familiar with and follow all Center Policies and procedures
- Observe, record, and report on all students' academic progress in assigned class
- Complete required job related surveys and reports

**Physical Requirements**

- ✓ Must have the ability to:
- ✓ Lift up to 20 pounds
- ✓ Climb up and down stairs with or without a load
- ✓ Have mobility required to ensure the safety of students both inside and outside of center
- ✓ Work outside ability to be exposed to elements (pollen, humidity, etc)
- ✓ Stand and /or bend continuously for a minimum of 2 hours with or without a load
- ✓ Perform light cleaning with household grade chemicals
- ✓ Have visual and hearing capabilities that are with consistent supervision of children.

**Supervisory Relationships**

Reports to Site Manager or Program Manager