

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
TEACHER AIDE

JOB DESCRIPTION

Employees in this job assist School Teachers and Special Education Teachers in the instruction of basic subjects to students to provide a variety of services.

Position Code Title - Teacher Aide-E

Teacher Aide 6

This is the entry level. The employee performs a range of Teacher Aide assignments while learning the methods of the work.

Teacher Aide 7

This is the intermediate level. The employee performs an expanding range of Teacher Aide assignments in a developing capacity.

Teacher Aide E8

This is the experienced level. The employee performs a full range of Teacher Aide assignments and uses independent judgement to make decisions in specific work situations.

NOTE: Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Assists in the preparation of lesson plans and presentation of academic subjects as directed.

Administers and scores tests and records grades.

Operates audio/visual equipment, computers, and other teaching aids.

Observes and monitors student activities.

Assists the teacher in maintaining order and discipline in the classroom.

Verifies attendance, arranges seating, and ascertains whereabouts of absent students.

Tutors students in such subjects as mathematics and reading at grades one through High School Equivalency (HSE) level under direction of the teacher.

Enforces rules and regulations of the facility.

Serves as a role model for students.

Supports and assists students with teacher input and guidance.

Makes recommendations regarding student progress and goals.

Maintains logs, records, files, and progress reports related to the work.

Attends workshops, conferences, and meetings.

Performs related work and other tasks as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of basic subject matters such as arithmetic, English, grammar, and art.

Knowledge of teaching and tutoring practices.

Skill in the use of the equipment and teaching aides used in the classroom.

Ability to work well with students and staff.

Ability to maintain discipline and control disruptive behavior.

Ability to observe, assess, and accurately report the behavior of others.

Ability to prepare and maintain records related to the work.

Ability to communicate effectively.

Working Conditions

Some jobs are located in a correctional, mental health, juvenile detention, hospital, or residential facility.

Physical Requirements

None

Education

Education typically acquired through completion of high school.

Experience

Teacher Aide 6

No specific type or amount is required.

Teacher Aide 7

One year of experience equivalent to a Teacher Aide 6.

Teacher Aide E8

Two years of experience equivalent to a Teacher Aide, including one year equivalent to a Teacher Aide 7.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

See individual position descriptions.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

TEACHRADE

Job Code Description

TEACHER AIDE

Position Title

Teacher Aide-E

Position Code

TEACADEE

Pay Schedule

U11-017

RS

04/13/2025