

**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 that assist in the daily operation of the classroom.

There are three classifications in this job.

Position Code Title – Teacher Aide-E

Teacher Aide 6

This is the entry level. The employee works in a learning capacity as a beginning Teacher Aide receiving close supervision.

Teacher Aide 7

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of teacher aide activities.

Teacher Aide E8

This is the experienced level. The employee performs a full range of teacher aide assignments. Judgment is used to select a proper course of action when dealing with behavioral and learning problems. The employee may assist in the training of new Teacher Aides.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

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

Administers, monitors, scores tests, and records grades.

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

Observes and monitors student activities in a classroom setting.

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

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

Tutors students in such subjects as mathematics and reading at grade levels one through eight under direction of the teacher.

Enforces rules and regulations of the facility.

Serves as a role model for students.

Makes recommendations to teacher regarding student progress and goals.

Escorts students to and from their living quarters as required.

Maintains records, files, and progress reports on students.

Attends workshops, conferences, and meetings as required.

Performs related work 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, and considerable knowledge is required at the experienced level.

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

Knowledge of the practices of teaching.

Knowledge of the operation of equipment and teaching aides utilized in the classroom.

Ability to follow oral and written instructions.

Ability to get along well with residents, students, prisoners, and/or staff.

Ability to maintain discipline and control disruptive behavior.

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

Ability to learn rules and regulations.

Ability to complete a training program.

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Ability to operate a computer to perform the work.

Ability to maintain records and prepare reports.

Ability to communicate effectively.

Teacher Aide E8

Knowledge of tutoring techniques.

Knowledge of department rules and regulations.

Ability to assist in the training of new Teacher Aides.

Working Conditions

Some jobs are located in a correctional facility, mental health facility, juvenile detention facilities, hospital facility, or the School for the Deaf and Blind.

Physical Requirements

None.

Education

Educational level 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.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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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

ECP Group 1
Revised 6/1/06
TeamLeaders