

TEACHER AIDE

1 position per class

AVAILABILITY REQUIREMENT: Must be able to complete requested items on time.

1. Assist the Teachers in any craft project, which may consist of items that must be cut out, have holes punched, laces added, etc. It is important for the teachers to have the project **returned and completed on time**.
2. Expect last minute projects. Expect at **least** one project per week.
3. If any item needs to be bought, notify the Supply Coordinator so that it can be purchased in time for the project.
4. Assist the teachers with completing annual developmental screenings for students. This may involve scanning, printing, distributing, and then collecting the questionnaires.
5. You will generally be asked to complete projects for your child's class; however, you may also be asked to complete projects for the other classes (this is because the teachers will try to distribute the craft support workload evenly, even though the number of projects completed by each class is not equal).

Note: Routine costs (up to \$40.00) are the responsibility of the jobholder. Amounts in excess of \$40.00 will be reimbursed by the school upon request and submission of all receipts for all disbursements made on behalf of the school.

Revised: 01/2017 MLDG