

**EAST VALLEY INSTITUTE OF TECHNOLOGY  
JOB DESCRIPTION**

**JOB TITLE:** Teacher Aide

**DIVISION:** School                      **STATUS:** Part-Time/Non-Exempt  
Established By Grant

**DEPARTMENT:** Support                      **TERM:** 09 months (Title I)  
09 months (Perkins, 301)

**GENERAL PURPOSE:** Under general supervision the Teacher Aide will perform a variety of routine duties as needed to assist vocational and technical instructors in the delivery of instructional services and provide individual and group support to at-risk students.

**SUPERVISION RECEIVED:** The Lead Counselor and Vocational Teacher will supervise the activities of the Teacher Aides.

**SUPERVISION EXERCISED:** None

**ESSENTIAL DUTIES:**

- ◆ Performs any combination of the following tasks in the classroom to assist the instructional staff:
  - ◆ Discusses assigned teaching area with classroom instructor to coordinate instructional efforts.
  - ◆ Prepare lesson outline/plan in assigned area and submits to teachers for review; tutors academic subjects, such as English, reading, mathematics, science.
  - ◆ Plans, prepares and develops various teaching aids, such as bibliographies, charts, and graphs.
  - ◆ Presents subject matter to students, utilizing a variety of methods and techniques, such as lecture, discussion, and supervised role-playing.
  - ◆ Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts; responds to basic student questions.
  - ◆ Assists the instructors to enforce classroom protocols, rules and regulations.
  - ◆ May initiate study groups in preparation for exams.
  - ◆ Provides feedback to instructors regarding student progress and/or comprehension of course content.
  - ◆ Assists students to develop and implement effective study skills, practices and techniques.
  - ◆ May review classroom/homework assignments for comprehension and/or completion; may proctor exams and grades examination.

## **MINIMUM QUALIFICATIONS:**

- ◆ Completion of an Associate's degree program at an accredited community college or an accredited post secondary school, preferred; *or*
- ◆ Graduation from high school or equivalent; *and*
- ◆ One or more years experience working with youth, preferably at the secondary levels and in the trade or technical area of assignment; *or*
- ◆ An equivalent combination of education and experience.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ An understanding of the fundamentals of the trade/technical area of assignment.
- ◆ Working knowledge of general classroom and lab practices, basic education principles, practices and methodologies.
- ◆ Possesses good organizational skills.
- ◆ Working knowledge of modern office practices and procedures, including applicable computer operations and software, i.e., Microsoft Office Suites.
- ◆ Ability to establish and maintain appropriate level of authority as well as creating an atmosphere of support and confidence for students.
- ◆ Possesses effective written and verbal communication skills, including grammar, spelling, punctuation.
- ◆ Ability to develop effective working relationships with supervisors, co-workers, parents and students and the general public.
- ◆ Ability to work with youth (16-17 years old) and young adults (18-21 years old) effectively.
- ◆ Ability to work independently and to manage work assignments in a highly interpersonal contact environment.
- ◆ Ability to deal effectively with stress caused by workload, deadlines, and situations as they occur.
- ◆ Must be tactful, have good interpersonal skills and sound judgment.

## **WORKING CONDITIONS:**

- ◆ The employee hired for this position will work a 25-40 hour workweek depending on need. Hours vary between 7:30 a.m. – 3:30 p.m., but may be flexed within the workweek if job related responsibilities are required outside the normal work hours.
- ◆ The employee will interact with many other individuals, i.e., family members or friends who may be angry, difficult or indifferent. All these factors may contribute to a stressful environment, and therefore, while this work may be satisfying, it can also be emotionally draining.

- ◆ Applicable Arizona Statutes pursuant to Title 15 (Education), Title 13 (Criminal), and Title 38 (Public Officers and Employees) prevail. Proof of immunization (*if born on or after January 1, 1957*) and fingerprinting shall be required of all employees.

**I FULLY UNDERSTAND THE JOB DUTIES, RESPONSIBILITIES, AND WORKING CONDITIONS THAT ARE OUTLINED ABOVE AND THAT HAVE BEEN DISCUSSED WITH ME BY MY SUPERVISOR ON \_\_\_\_\_.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date