

Position Description 2024-2025 School Year

TITLE: Teacher Aide- Learning Resource Center
DUTY HOURS: Support Staff, flexible FTE/PTE

Summary of Employment:

The Learning Resource Center Aide works with individual students, in small groups, and supports teachers, within the classroom environment. The LRC aide works in collaboration with the Learning Resource Center Coordinator and the other LRC aids. The LRC Aide is supervised and evaluated by the Principal. The primary responsibilities are in the establishment and implementation of learning opportunities for maximum growth of identified students with specific learning needs. With these responsibilities, the aid will work closely with the classroom teachers, Learning Center Coordinator, and will report to the Principal.

PROFESSIONAL RESPONSIBILITIES: The LRC Teacher Aid shall:

- Treat matters of school business and student information in a confidential manner.
- Be punctual, trustworthy, cooperative, and work without direct supervision
- Work well with parents, students, faculty and staff and assist them whenever possible / necessary
- Be self-initiating, possess excellent organizational skills, see things that need to be done and plan for them
- Work with the classroom teacher and Principal to monitor student behavior, conduct, and well-being.
- Participate in team meetings and faculty meetings.
- Model conflict resolution by communicating directly with individuals involved and collaborating to develop solutions
- Assist and support faculty in any way possible.
- Consult with parents and teachers as needed
- Comply with other duties as assigned by the classroom teacher, LRC Coordinator, or Building Principal.

EMPLOYMENT RESPONSIBILITIES: LRC Teacher Aid shall:

- Utilize remedial programs under the guidance of LRC Coordinator and classroom teacher
- Cooperate with classroom teachers with planning, assessments and interventions.
- Assists Learning Resource Center Coordinator, classroom teachers, Principal, in identifying new students and existing participants' needs.
- Work with LRC Coordinator and teachers to evaluate and adjust teaching strategies as needed to promote student learning
- Work within the classroom setting to support struggling students, such as making modifications to assignments under the direction of the classroom teacher
- Administer assessments including, but not limited to, DIBELS, Heggerty, MAP, etc.
- Assists students with identified disabilities in test taking
- Follow the schedule established by the Principal and LRC Coordinator.
- Provide copy of lesson plans to LRC team and Principal prior to implementation
- Meet with Principal to discuss program or schedule modifications prior to any changes occurring
- Inform LRC team, Principal, of scheduled students who have discontinued participation
- Communicate student progress with LRC team on a weekly basis
- Communicate student progress with Principal on a Quarterly basis (at least)
- Communicate student progress with parents on a Quarterly basis (at least)
- Other duties as assigned. Be flexible. LRC teacher aid may be asked to cover a class, monitor the lunchroom, go on a fieldtrip, or any other duty as assigned.