



Work Process Schedule

Teacher Aide I	
Job Description: Assist a preschool, elementary, middle, or secondary school teacher with instructional duties. Serve in a position for which a teacher has primary responsibility for the design and implementation of educational programs and services.	
RAPIDS Code: 0657CB	O*NET Code: 25-9042.00
Estimated Program Length: 2 Years	
Apprenticeship Type: <input checked="" type="checkbox"/> Competency-Based <input type="checkbox"/> Time-Based <input type="checkbox"/> Hybrid	

Suggested On-the-Job Learning Outline

Maintain student records.		
Competencies	Date Completed	Initial
A. Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices.		
B. Observe students' performance, and record relevant data to assess progress.		
C. Take class attendance and maintain attendance records.		

Develop instructional materials.		
Competencies	Date Completed	Initial
A. Plan, prepare, and develop various teaching aids, such as bibliographies, charts, and graphs.		
B. Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.		

Distribute instructional or library materials.		
Competencies	Date Completed	Initial
A. Distribute teaching materials, such as textbooks, workbooks, papers, and pencils to students.		
B. Distribute tests and homework assignments and collect them when they are completed.		

Maintain inventories of materials, equipment, or products.		
Competencies	Date Completed	Initial
A. Requisition and stock teaching materials and supplies.		
B. Type, file, and duplicate materials.		

Monitor student performance.		
Competencies	Date Completed	Initial
A. Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.		
B. Observe students' performance, and record relevant data to assess progress.		

Supervise school or student activities.		
Competencies	Date Completed	Initial
A. Assist in bus loading and unloading.		
B. Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.		

Assist other educational professionals with projects or research.		
Competencies	Date Completed	Initial
A. Assist librarians in school libraries.		

Clean facilities or work areas.		
Competencies	Date Completed	Initial
A. Clean classrooms.		

Collaborate with other teaching professionals to develop educational programs.		
Competencies	Date Completed	Initial
A. Discuss assigned duties with classroom teachers to coordinate instructional efforts.		

Collect deposits, payments or fees.		
Competencies	Date Completed	Initial
A. Collect money from students for school-related projects.		

Create technology-based learning materials.		
Competencies	Date Completed	Initial
A. Use computers, audio-visual aids, and other equipment and materials to supplement presentations.		

Discuss student progress with parents or guardians.		
Competencies	Date Completed	Initial
A. Participate in teacher-parent conferences regarding students' progress or problems.		

Display student work.		
Competencies	Date Completed	Initial
A. Organize and label materials and display students' work in a manner appropriate for their eye levels and perceptual skills.		

Document lesson plans.		
Competencies	Date Completed	Initial
A. Prepare lesson outlines and plans in assigned subject areas and submit outlines to teachers for review.		

Enforce rules or policies governing student behavior.		
Competencies	Date Completed	Initial
A. Enforce administration policies and rules governing students.		

Evaluate student work.		
Competencies	Date Completed	Initial
A. Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices.		

Lead classes or community events.		
Competencies	Date Completed	Initial
A. Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, supervised role-playing methods, or by reading aloud.		

Maintain clean work areas.		
Competencies	Date Completed	Initial
A. Clean classrooms.		

Maintain computer equipment or software.		
Competencies	Date Completed	Initial
A. Maintain computers in classrooms and laboratories and assist students with hardware and software use.		

Operate audiovisual equipment.		
Competencies	Date Completed	Initial
A. Operate and maintain audio-visual equipment.		

Plan educational activities.		
Competencies	Date Completed	Initial
A. Organize and supervise games and other recreational activities to promote physical, mental, and social development.		

Serve on institutional or departmental committees.		
Competencies	Date Completed	Initial
A. Attend staff meetings and serve on committees, as required.		

Set up classroom materials or equipment.		
Competencies	Date Completed	Initial
A. Laminate teaching materials to increase their durability under repeated use.		

Teach daily living skills or behaviors.		
Competencies	Date Completed	Initial
A. Teach social skills to students.		

Teach life skills.		
Competencies	Date Completed	Initial
A. Teach social skills to students.		

Teach others to use technology or equipment.		
Competencies	Date Completed	Initial
A. Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.		

Teach physical education.		
Competencies	Date Completed	Initial
A. Conduct demonstrations to teach skills, such as sports, dancing, and handicrafts.		

Tutor students who need extra assistance.		
Competencies	Date Completed	Initial
A. Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.		

Suggested Related Instruction Outline

Provider	
Name:	
Address:	
Email:	Phone Number:
Suggested Related Instruction Hours: X	

*CIP Code	Course Title	Contact Hours
13.1599	Teaching Assistants/Aides, Other	
13.1210	Early Childhood Education and Teaching	
13.0101	Education, General	
13.1501	Teacher Assistant/Aide	
19.0706	Child Development	
Total		

*If related course number data are available, information displayed includes the Classification of Instructional Programs (CIP) code that best represents the field of study, course, or program. CIP provides a taxonomic scheme that supports the accurate tracking and reporting of educational programs. CIP is developed and maintained by the U.S. Department of Education.