

**Lakewood School  
Twin Lakes School District #4**

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**Job Title:** School and Teacher Aide  
**Department:** Support Staff  
**Reports to:** Teacher or Administrators  
**Supervises;**

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**Position Summary:** Assist the lead teacher in planning and implementing lesson plans, incorporating all component plans, and leading large and small groups of children; assist teachers in library, time-out room, or workroom.

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**Qualifications:**

**EDUCATION AND EXPERIENCE**

1. High school diploma or equivalent
2. One (1) year of experience working with your children in a group setting preferred.

**NECESSARY SKILLS AND KNOWLEDGE**

1. Ability to work with families from all socio-economic levels
2. Ability to work as a team with co-workers
3. Ability to work effectively with supervisors, teachers and peers
4. Ability to maintain accurate, complete, and confidential records
5. Proficiency in computerized record keeping and reporting is a plus
6. Ability to communicate effectively verbally and in writing
7. Evidence of being a lifelong learner
8. Ability to follow written and oral instructions
9. Must have, or be willing to pursue, first aid / CPR certification.

**PREFERRED QUALIFICATIONS**

1. AAS degree in Early Childhood Education
2. One (1) year of experience working with young children in a group setting
3. Current First Aid / CPR Certificate
4. DPI Licensing when applicable

**UNUSUAL PHYSICAL REQUIREMENTS OR RESTRICTIONS**

1. Work is generally active, requiring routine walking, standing, bending, and carrying of items and/or children. The majority of work is performed in a school setting with a wide variety of children and people with differing functions, personalities and abilities.

**PERFORMANCE FUNCTIONS:**

1. Provide support in all areas of the classroom maintaining a clean, safe, and cheerful environment; as well as assist with instruction
2. Prepare materials as needed to carry out the weekly lesson plans
3. Develop and maintain a positive relationship with the children, their families, and volunteers; ensure that all feel welcome
4. Attend staff meetings, assist in developing the weekly lesson plans, and overall program activities
5. Manage small groups of children, and evaluate activities regarding appropriateness and effectiveness and interest of the children

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6. Serve as an appropriate model to the children
7. Assist lead teacher in completing all required reports and assist in maintaining up-to-date files for all children, safeguarding privacy of records and confidential information
8. Participate in on-site and out-of-town training sessions
9. Assist in completing janitorial duties
10. Able to attain and renew a special education aide license
11. Workroom aide – use workroom equipment
12. Academic aide – provide academic assistance to students in need, and when necessary, provide supervision to students with behavioral management issues
13. Library aide – assist librarian

The responsibilities listed above are intended as illustrations of the various types of work performed by persons in this position. This list is not all-inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the job. The individuals currently holding this position perform additional duties, and additional duties may be assigned. This job description does not create an employment contract between the District and the employee and is subject to change by the District as the need of the District and the School change over time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.