

NO RTEC JOB SPECIFIC SKILLS COMPETENCY

TEACHER AIDE II (Teacher Aide, Clerical)

DOT: 249.367-074 / O*Net-SOC: 25-9041.00 SVP 3

Job Description: Performs general and routine non-teaching tasks to assist classroom teachers and other public or private elementary or secondary school staff. ***Physical Demands:*** Mildly active w/light lifting, carrying, or moving (up to 20 lbs); ***General Educational Requirement:*** R3 M3 L3; ***Aptitudes:*** Average General Learning Ability, Verbal, Numerical, Clerical Perception, and Finger Dexterity.

CORE SKILL COMPETENCIES/INDICATORS:

1. Can demonstrate and apply knowledge of the organizations programs, policies, and procedures. (IN, S)
2. Can demonstrate and apply knowledge of organizational safety standards. (IN, S)
3. Can demonstrate ability to type and copy reports and materials and perform other clerical tasks as requested. (IN, S, T)
4. Can demonstrate proper procedure for distributing equipment and materials needed for scheduled classroom activities. (R, S, T)
5. Can demonstrate ability to operate classroom equipment (e.g., VCR, audio-visual equipment, cassette recorder, computer, and duplicating machinery). (R, S, T)
6. Can demonstrate ability to prepare charts and other teaching materials, as directed by classroom teacher. (R, IN, S, T)
7. Can demonstrate proper procedure used to take class attendance. (IN, I, S)
8. Can demonstrate ability to maintain accurate class health and attendance records. (IN, S)
9. Can demonstrate ability to appropriately grade homework and tests and compute and record results, using answer sheets or electronic marking devices. (IN, S, T)
10. Can demonstrate ability to set up displays and maintain bulletin boards. (R, IN, S)
11. Can demonstrate proper procedure used to requisition teaching materials and stockroom supplies. (R, IN, S, T)
12. Can demonstrate ability to supervise students in class, playground, hallways, cafeteria, and bus loading areas, and appropriately handle students behavioral problems as needed. (R, IN, I, S)
13. Can demonstrate ability to assist in library, including helping students locate and check library materials in and out, filing materials on library shelves, and notifying students of overdue books. (R, IN, I, S)
14. Can demonstrate and apply knowledge of basic first aid and/or CPR. (IN, I, S)
15. Can demonstrate ability to deal with people beyond giving and receiving instructions. (I)