**WORK PROCESS OUTLINE**

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| **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:** 0657 | | **O\*NET Code:** 25-9042.00 | |
| **Estimated Program Length:** Estimated 2 Years | | | |
| **Apprenticeship Type:** | � Competency-Based | □ Time-Based | □ Hybrid |

Suggested On-the-Job Learning Outline

Paraeducator generalist certificate required competencies from IAC 282-24.3(4) are identified in the outline (in blue) as appropriate. All others are included in coursework.

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| Maintain student records. | | |
| **Competencies** | **Date**  **Completed** | **Initial** |
| A. Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices.  F(3), F(9) |  |  |
| B. Observe students&apos  performance, and record relevant data to assess progress.  C (2) C (3) D (3) |  |  |
| C. Take class attendance and maintain attendance records. |  |  |

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| Develop instructional materials. | | |
| **Competencies** | **Date**  **Completed** | **Initial** |
| D. Plan, prepare, and develop various teaching aids, such as bibliographies, charts, and graphs.  A(3) |  |  |
| E. Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.  B(3) |  |  |

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

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| Maintain inventories of materials, equipment, or products. | | |
| **Competencies** | **Date**  **Completed** | **Initial** |
| H. Requisition and stock teaching materials and supplies. |  |  |
| I. Type, file, and duplicate materials |  |  |

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| Monitor student performance. | | |
| **Competencies** | **Date**  **Completed** | **Initial** |
| J. Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.  A(1),A(2), A(3)  C(1), C(2), C(3), C(4), C(5) |  |  |
| K. Observe students&apos  performance, and record relevant data to assess progress.  C(3)  D(3), D(4), D(5), D(6), D(7) |  |  |

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| Supervise school or student activities. | | |
| **Competencies** | **Date**  **Completed** | **Initial** |
| L. Assist in bus loading and unloading. |  |  |
| M. Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.  B(3)  D(1), D(6) |  |  |

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| Assist other educational professionals with projects or research. | | |
| **Competencies** | **Date**  **Completed** | **Initial** |
| N. Assist librarians in school libraries. E(1), E(2), E(3) |  |  |

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| Clean facilities or work areas. | | |
| Competencies | Date  Completed | Initial |
| O. Clean classrooms. |  |  |

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| Collaborate with other teaching professionals to develop educational programs. | | |
| **Competencies** | **Date**  **Completed** | **Initial** |
| P. Discuss assigned duties with classroom teachers to coordinate instructional efforts.  A(5)  C(1)  E(1), E(2), E(3)  F(1), F(2), F(3), F(4), F(5), F(6), F(7), F(8), F(9), F(10), F(11), F(12) |  |  |

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

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| Create technology-based learning materials. | | |
| **Competencies** | **Date**  **Completed** | **Initial** |
| R. Use computers, audio-visual aids, and other equipment and materials to supplement presentations.  C(1), C(2), C(3), C(4), C(5) |  |  |

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| Discuss student progress with parents or guardians. | | | |
| **Competencies** | | **Date**  **Completed** | **Initial** |
| S. Participate in teacher-parent conferences regarding students&apos progress or problems.  E (2)  F(7) | |  |  |
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| Display student work. | | | |
| **Competencies** | | **Date**  **Completed** | **Initial** |
| T. Organize and label materials and display students&apos  work in a manner appropriate for their eye levels and perceptual skills.  B(2) | |  |  |

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

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| Enforce rules or policies governing student behavior. | | |
| **Competencies** | **Date**  **Completed** | **Initial** |
| V. Enforce administration policies and rules governing students.  B(1), B(2), B(3), B(4), B(5) F(4), F(10) |  |  |

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| Evaluate student work. | | |
| **Competencies** | **Date**  **Completed** | **Initial** |
| W. Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices.  C(1), C(2), C(3), C(4), C(5)  F(3), F(8), |  |  |

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| Lead classes or community events. | | |
| **Competencies** | **Date**  **Completed** | **Initial** |
| X. Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, supervised role-playing methods, or by reading aloud.  A(4)  C(1), C(2), C(3), C(4), C(5) F( 11) |  |  |

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| Maintain clean work areas. | | |
| **Competencies** | **Date**  **Completed** | **Initial** |
| Y. Clean classrooms. |  |  |

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

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| Operate audiovisual equipment. | | |
| **Competencies** | **Date**  **Completed** | **Initial** |
| AA. Operate and maintain audio-visual equipment. |  |  |

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| Plan educational activities. | | |
| **Competencies** | **Date**  **Completed** | **Initial** |
| BB. Organize and supervise games and other recreational activities to promote physical, mental, and social development.  D(1) |  |  |

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| Serve on institutional or departmental committees. | | |
| **Competencies** | **Date**  **Completed** | **Initial** |
| CC. Attend staff meetings and serve on committees, as required. F(2) |  |  |

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

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| Teach daily living skills or behaviors. | | |
| **Competencies** | **Date**  **Completed** | **Initial** |
| EE. Teach social skills to students. D(1), D(4) |  |  |

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| Teach life skills. | | |
| **Competencies** | **Date**  **Completed** | **Initial** |
| FF. Teach social skills to students.  D (1) |  |  |

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

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

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| Tutor students who need extra assistance. | | |
| **Competencies** | **Date**  **Completed** | **Initial** |
| II. Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.  B(4), B(6) |  |  |