

**CRAWFORDSVILLE COMMUNITY SCHOOL CORPORATION**  
**Middle School Teacher's Aide**

Title of Position/Location:

**Teacher's Aide**

Effective Date of Posting:

**8/18/2020**

Application Instructions:

**Please submit resume and CCSC non certified application packet (found on website) to Craig Callahan, Assistant Principal**

Application Deadline:

**Until Filled**

Job Description:

**The role of a teacher's aide is to support instruction, supervision, and classroom management as a member of the CMS school team. Teacher aides will work to identify and communicate learner needs and assist with the delivery of direct services as assigned by their supervisors. Aides will foster student learning with an emphasis on students becoming independent learners. Below is a list of the various job requirements, roles, and responsibilities of an aide at CMS. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.**

Job Requirements:

- **Follow the schedule provided to you by administration, making every effort to arrive on time and stay for your assigned time**
- **Put students first, making every effort to assist them in learning**
- **During teacher instruction circulate throughout the room checking student understanding and redirecting students when they are off task**
- **Implement lessons and/or activities with individuals and/or small groups as directed by teachers and administration**
- **Work with the teacher to recognize learning problems and communicate those as appropriate**
- **Follow the school dress code**
- **Assist in implementation of school rules**
- **Collect data and/or notes on specific students when asked to do so**
- **Provide testing accommodations to students**
- **Keep the lines of communication open**
- **Be flexible**
- **Other duties as assigned**

Certification Requirements or Job Qualifications:

**ParaPro or Min. 60 College Credit Hours**

Position Start Date:

**ASAP**

Contact Information: (Name, Address, Phone, Fax, Email)

**Craig Callahan**  
**705 Wallace Ave**  
**Crawfordsville, IN 47933**  
**ccallahan@cville.k12.in.us**

Posting Requested by:

Date:

**Craig Callahan**

**8/18/2020**

Central Office Approval:

Date:

**Dr. Rex Ryker, Assistant Superintendent**

**8/24/2020**