# **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:**  Competency-Based  Time-Based  Hybrid | |

Suggested On-the-Job Learning Outline

|  |  |
| --- | --- |
| Maintain student records. | Approximate Hours |
| 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. |  |
| **Total Hours** |  |

|  |  |
| --- | --- |
| Develop instructional materials. | Approximate Hours |
| 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. |  |
| **Total Hours** |  |

|  |  |
| --- | --- |
| Distribute instructional or library materials. | Approximate Hours |
| 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. |  |
| **Total Hours** |  |

|  |  |
| --- | --- |
| Maintain inventories of materials, equipment, or products. | Approximate Hours |
| A. Requisition and stock teaching materials and supplies. |  |
| B. Type, file, and duplicate materials. |  |
| **Total Hours** |  |

|  |  |
| --- | --- |
| Monitor student performance. | Approximate Hours |
| 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. |  |
| **Total Hours** |  |

|  |  |
| --- | --- |
| Supervise school or student activities. | Approximate Hours |
| A. Assist in bus loading and unloading. |  |
| B. Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips. |  |
| **Total Hours** |  |

|  |  |
| --- | --- |
| Assist other educational professionals with projects or research. | Approximate Hours |
| A. Assist librarians in school libraries. |  |
| **Total Hours** |  |

|  |  |
| --- | --- |
| Clean facilities or work areas. | Approximate Hours |
| A. Clean classrooms. |  |
| **Total Hours** |  |

|  |  |
| --- | --- |
| Collaborate with other teaching professionals to develop educational programs. | Approximate Hours |
| A. Discuss assigned duties with classroom teachers to coordinate instructional efforts. |  |
| **Total Hours** |  |

|  |  |
| --- | --- |
| Collect deposits, payments or fees. | Approximate Hours |
| A. Collect money from students for school-related projects. |  |
| **Total Hours** |  |

|  |  |
| --- | --- |
| Create technology-based learning materials. | Approximate Hours |
| A. Use computers, audio-visual aids, and other equipment and materials to supplement presentations. |  |
| **Total Hours** |  |

|  |  |
| --- | --- |
| Discuss student progress with parents or guardians. | Approximate Hours |
| A. Participate in teacher-parent conferences regarding students' progress or problems. |  |
| **Total Hours** |  |

|  |  |
| --- | --- |
| Display student work. | Approximate Hours |
| A. Organize and label materials and display students' work in a manner appropriate for their eye levels and perceptual skills. |  |
| **Total Hours** |  |

|  |  |
| --- | --- |
| Document lesson plans. | Approximate Hours |
| A. Prepare lesson outlines and plans in assigned subject areas and submit outlines to teachers for review. |  |
| **Total Hours** |  |

|  |  |
| --- | --- |
| Enforce rules or policies governing student behavior. | Approximate Hours |
| A. Enforce administration policies and rules governing students. |  |
| **Total Hours** |  |

|  |  |
| --- | --- |
| Evaluate student work. | Approximate Hours |
| A. Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices. |  |
| **Total Hours** |  |

|  |  |
| --- | --- |
| Lead classes or community events. | Approximate Hours |
| A. Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, supervised role-playing methods, or by reading aloud. |  |
| **Total Hours** |  |

|  |  |
| --- | --- |
| Maintain clean work areas. | Approximate Hours |
| A. Clean classrooms. |  |
| **Total Hours** |  |

|  |  |
| --- | --- |
| Maintain computer equipment or software. | Approximate Hours |
| A. Maintain computers in classrooms and laboratories and assist students with hardware and software use. |  |
| **Total Hours** |  |

|  |  |
| --- | --- |
| Operate audiovisual equipment. | Approximate Hours |
| A. Operate and maintain audio-visual equipment. |  |
| **Total Hours** |  |

|  |  |
| --- | --- |
| Plan educational activities. | Approximate Hours |
| A. Organize and supervise games and other recreational activities to promote physical, mental, and social development. |  |
| **Total Hours** |  |

|  |  |
| --- | --- |
| Serve on institutional or departmental committees. | Approximate Hours |
| A. Attend staff meetings and serve on committees, as required. |  |
| **Total Hours** |  |

|  |  |
| --- | --- |
| Set up classroom materials or equipment. | Approximate Hours |
| A. Laminate teaching materials to increase their durability under repeated use. |  |
| **Total Hours** |  |

|  |  |
| --- | --- |
| Teach daily living skills or behaviors. | Approximate Hours |
| A. Teach social skills to students. |  |
| **Total Hours** |  |

|  |  |
| --- | --- |
| Teach life skills. | Approximate Hours |
| A. Teach social skills to students. |  |
| **Total Hours** |  |

|  |  |
| --- | --- |
| Teach others to use technology or equipment. | Approximate Hours |
| A. Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage. |  |
| **Total Hours** |  |

|  |  |
| --- | --- |
| Teach physical education. | Approximate Hours |
| A. Conduct demonstrations to teach skills, such as sports, dancing, and handicrafts. |  |
| **Total Hours** |  |

|  |  |
| --- | --- |
| Tutor students who need extra assistance. | Approximate Hours |
| A. Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers. |  |
| **Total Hours** |  |

**Total OJL Hours: \_\_\_\_\_\_\_**

## Suggested Related Instruction Outline

|  |  |
| --- | --- |
| Provider | |
| **Name:** | |
| **Address:** | |
| **Email:** | **Phone Number:** |
| **Suggested Related Instruction Hours:** XXX | |

|  |  |  |
| --- | --- | --- |
| **\*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.