



# Lansing Unified School District 469

200 East Mary Street  
Lansing, Kansas 66043  
913-727-1100  
www.usd469.net

**Job Title:** Teacher Aide  
**Reports to:** Building Principal

## **Purposes and Objectives of the Position:**

The Teacher Aide assists classroom teachers in the instructional process, reinforcing instruction to individual or small groups of students in a classroom environment. The Teacher Aide assists in the preparation of instructional materials and implementation of lesson plans, provides routine support, and assists students with academic and/or physical needs in order for students to access the educational environment.

## **Qualifications:**

- High School Diploma

## **General Duties and Requirements**

- Assists the classroom teacher in arranging the learning environment, including assembling and putting materials on bulletin boards and/or other classroom learning displays and in keeping such displays current.
- Under supervision of certified teacher, prepares for classroom activities by distributing and collecting papers and other instructional materials for classroom instruction.
- Assists students in completing classroom assignments, homework, and projects.
- Assures student understanding of classroom rules and procedures and assists students by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance.
- Reads to students, listens to students read, and observes students reading abilities as assigned.
- Assists students with letter and word pronunciation and recognition.
- Assists students with math, spelling and writing exercises and assignments.
- Assists assigned teacher with the implementation of lesson plans. Administers various tests as directed. Prepares mandated reports and documentation as required.
- Tutors individual or small groups of students, reinforcing instruction as directed by the teacher.
- Monitors and oversees student drills, practices, and assignments in various subjects.
- Confers with the teacher concerning lesson plans and materials to meet student needs and assists with the implementation of lesson plans.
- Performs other duties as assigned.

*The district reserves the right to modify job duties or job descriptions at any time.*

## **USD 469 Board of Education Policies**

## **Knowledge, Skills, and Abilities Required:**

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.