

**Cape Girardeau Public School District No. 63**  
**Job Description**

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**Job Title:** Adult Education & Literacy Teacher Aide (part-time, evening)

**Terms of Employment:** 7.50 hours per week. This position is dependent upon available grant funding.

**FLSA Status:** Exempt

**Reports to:** AEL Coordinator

**Brief Description of Position:**

The Teacher Assistant is responsible for helping to promote a positive and creative learning environment in which students feel cared for, respected, and excited to participate; assisting assigned classroom teacher in all aspects of the program, working with the recess program, attending scheduled meetings, and other duties as assigned.

**Required Qualifications:**

- Bachelor's degree or 60 hours of college credit
- Ability to work with diverse population with varying beliefs
- Willingness to perform clerical duties as assigned
- Ability to work independently under guidance from AEL instructor
- Effective role model in oral and written communication
- Working knowledge of Microsoft Office programs including Word, Excel, and PowerPoint.

**Preferred Qualifications:**

- Adult education or secondary education experience with at risk students
- Willingness to interact with the community at large in promoting program

**Essential Duties and Responsibilities:**

- Ability to maintain confidentiality regarding student information and records
- Ability to take direction from lead teacher and supervisors
- Ability to demonstrate flexibility and adaptability regarding student and building needs
- Willingness to work with small groups of students or with students one-to-one
- Ability and willingness to team-teach and/or co-teach with lead teacher or regular classroom teachers
- Possession of excellent verbal and written communication skills
- Ability to communicate effectively and positively with students, teachers, supervisors and parents
- Willingness to demonstrate support for classroom, teacher and the school culture
- Willingness and ability to work with at-risk students

This position is for three evenings per week during the school year and may include four weeks of evening summer school. Compensation is \$10 an hour.

**Hazards:**

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes requiring safety protocols/precautions. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between class sites and required meetings will cause exposure to hazardous driving and walking conditions.

**Physical Demands/Environmental Factors:**

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time
- Requires constant hand-eye/mind-eye coordination, hearing; intermittent walking, talking and writing.
- Frequent keyboarding and repetitive motions with wrists, fingers, and hands are required.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resource Coordinator

Revised: August 1, 2013