

## Job Description

### Teacher's Aide

1. Assist the teacher with on-site classroom curriculum ideas such as:
  - locating theme related activities and literature
  - helping to locate theme related field trips
  - setting up materials for learning projects
  - correcting/filing papers
  - leading activities as requested
  - completing other duties as requested by teacher
2. Assist students with the learning process as necessary.
3. The teacher aide will follow the CNS rules and guidance policy.
4. If required, teacher aides will help with morning recess supervision.
5. The teacher aide will attend staff meetings by request.
6. The teacher aide will be evaluated by their supervisor after a 30-day probationary period.
7. At least one additional evaluation will be undertaken during the remainder of the school year beyond the initial 30 days.
8. This position is under the direct supervision of the supervising teacher.
9. The teacher aide should be discreet. They should respect the integrity of the individual child, the parents, Associate Directors, and classroom teachers, keeping confidential the information to which they have access because of their work throughout the school.
10. The teacher aide should hold in confidence the information which is entrusted to them in their work throughout the school. All matters pertaining to student records, administration, personnel, etc. are to be considered confidential.