

approved

**STUDENT LABOR POSITION DESCRIPTION**

**Berea Community Middle School**

Most Recently Updated 00/00/99

Position Title: Middle School Teacher Aid  
Must work ??? hrs/wk.

**I. Grade Level:** 3

**II. Description:**

**A.** The following are the essential duties for a in the Department:

- 1. Assist middle-school teacher with classes.
- 2. Work with small groups or individuals as assigned.
- 3. Help keep students on task during class period.
- 4. Grade student work as needed and record results.
- 5. Performs other job-related duties as assigned.

**B.** The following are *possible additional* duties for this position:

- 1. May teach occasional lessons.
- 2. See that the workplace and environs are clean.

**III. Learning Opportunities:**

**A.** Will learn or demonstrate the attributes listed on the “Outline of Berea’s Labor and Learning Progressions” this job’s grade level and all levels below it as published in *the Berea College Student Labor Program Policies and Procedures Manual*.

- B.** Will gain experience with middle school students, working one-on-one or in small groups.
- C.** Will better understand the classroom setting and different styles of students.
- D.**
- E.**
- F.**

**IV. Basic Qualifications:**

- A.** Interest in and ability to communicate with middle school students.
- B.** An understanding of the subject matter and ability to teach students in various settings.
- C.** Ability to work well with the classroom teacher.
- D.** Sensitivity to the students and school personnel.
- E.** Willingness to abide by confidentiality requirements of the school setting.

**V. Desirable Qualifications:**

**A.**

- B.**
- C.**

**VI. Narrative Summary:**