



Elementary Teacher Aide Position – Full Time – Job Posting **Updated: 3/21/25**

The instructional aide is responsible for assisting with instructional programs by assisting the teacher in achieving educational objectives. This may be achieved by working with individual students or small groups to help them achieve the skill levels of the class as a whole. In addition, the teacher aide will help monitor students to achieve a safe learning environment. Expectations of an instructional aide include, but are not limited to, the following:

Reports to: To the Principal or Assistant Principal

Professional and Ethical Responsibilities:

It is imperative that the Teacher Aide display, at all times, acceptable professional and ethical standards, including but not limited to: confidentiality, flexibility, courtesy, cooperation, positive attitude, reliability, punctuality, accuracy, efficiency, timeliness, integrity, and respect. They must be able to lead by example with regard to our 8 Keys of Excellence and have a commitment to the mission of the school.

Responsibilities / Roles – not limited to:

- Support the teacher during whole-class instruction by ensuring maximum participation of the students
- Work with the teacher to prepare ways to support the direct instruction and the practice portion of the lesson
- Listen to the instruction of the classroom teacher with the purpose of gaining an understanding of approaches and strategies used by the teacher to support content
- Works with individual or small groups of students to guide students' mathematical thinking or literacy comprehension when practicing new concepts
- Assist students of various levels of understanding across multiple grade levels
- Communicates with the classroom teacher to plan appropriately and relay the progress of students
- Foster a growth mindset by encouraging students and demonstrating a belief that all students can learn
- Support the classroom teacher with classroom management
- Supervise lunch and recess time; encourage students to work out problems in less structured environments
- Look for opportunities to stay engaged in all settings, including but not limited to: classroom, office, recess, or lunch
- Speak openly and honestly with the classroom teacher when issues arise
- Assist with driveline drop-off and pick-up as designated
- Make copies for the teacher and/or prepare materials

Skill Requirements:

- Strong organizational, time management, communication, and interpersonal skills
- Proficient with computer technologies
- Establish and maintain effective working relationships with students, parents, and staff

Compensation/Benefits:

Full-Time position, Tuesday - Friday

Wage: Pay is based on applicable experience. The schedule can be found on the CCA website.

Benefits Available for Full-Time Employees:

- Participation in the Colorado Public Schools Retirement System (PERA)
- Medical/Dental (Shared cost)
- AFLAC voluntary add-on insurance (100% employee paid)
- Employee Leave – Per Board Policy
- Retirement investment option (100% employee paid)