

# **TEACHER AIDE**

## **TEXT**

None

## **PREREQUISITES**

Approval of the Classroom Teacher

## **OBJECTIVES**

The course is designed to provide students with the opportunity to learn general classroom systems and relevant office skills and to apply those skills in a real work environment.

## **CONTENT**

Students will be exposed to the daily tasks of a classroom teacher and observe a wide variety of organizational systems.

## **SKILLS**

- Organizational skills
- Good communication skills
- Knowledge of office equipment, such as, copy machine, etc.
- Willingness to take direction
- Self directed
- Miscellaneous clerical duties

## **METHODS**

Verbal instruction and responsibility for classroom tasks as needed by subject teacher.

## **HOMEWORK**

Not applicable

## **GRADING/CREDITS**

Grading is on a letter grade basis and can be used for elective credit. Grade and credit is assigned on the basis of attendance, performance of assigned duties, ability to follow directions, and attitude.

## **INDIVIDUALIZATION**

Daily duties are assigned on the basis of the individual's ability to handle the specific job.

## **ABSENCES/TARDIES**

Unexcused absences and/or tardies result in the loss of credit.