



Instructional Teacher Aide Parkview Elementary School

Position Description

An Instructional Teacher's Aide is a support staff person who assists the teaching staff of the school and reports to the Building Principal.

Position Requirements:

- ◆ Assist teacher in instructional processes.
- ◆ Supervise students as assigned.
- ◆ Perform light secretarial and office duties
- ◆ Prepare instructional media materials, correct papers, record grades, operate audiovisual equipment.
- ◆ Assist students as assigned.
- ◆ Attend in-service programs as may be required.
- ◆ Participate with the staff in planning classroom activities.
- ◆ Such other duties as assigned.

Position Qualifications: Successful candidate must be able to:

- ◆ Demonstrate evidence of – a high school diploma and first aid training.
- ◆ Demonstrate ability to follow directions of Supervisor as well as multiple staff members.
- ◆ Demonstrate ability to produce accurate work.
- ◆ Demonstrate interest – previous experience in working with students on an organized basis.
- ◆ Ability to work harmoniously with students and adults.
- ◆ Adequate typing and keyboarding skills.
- ◆ Be of good health and moral character.
- ◆ Ability to adapt to a variety of duties and changing conditions.

Salary \$15.50 - \$19.00

Hours: approximately 10 hours per week

Interested persons must sign personally: →

Date to be Posted 07/29/2026
Date to be Removed Until filled

*Interested individuals who are not employees of the district should complete the application form on our website (www.plymouth.k12.wi.us) and return it to the district.

Plymouth Joint School District does not discriminate on the basis of sex, handicap, age, race, color or national origin in the education programs or activities it operates and in employment.