



Gaston County Schools

Receptionist & Teacher Assistant

The position is classified as dual employment.

RECEPTIONIST (OSA1)

Definition

Under direct supervision performs routine receptionist, clerical and general office assistance duties that are limited in variety and scope. Work typically involves receiving and directing visitors, answering the telephone, directing calls and responding to basic requests for information. Employee is responsible for performing routine clerical tasks in the processing of forms and records. Detailed instructions are given and most tasks are routine and repetitive in nature. Employee is also responsible for data manipulation through various computer-driven word processing, spreadsheet and file maintenance programs.

Duties and Responsibilities

- Attends to the public at a counter or serves as a receptionist giving information regarding departmental operations and answering questions on programs, procedures, and regulations.
- Handles telephone inquiries and correspondence of a non-technical nature.
- Answers incoming telephone calls and routes them to the proper person or department.
- Answers questions regarding the most routine matters.
- Performs routine clerical and typing duties as time permits.
- Operates the intercom and provides information through the school's public address system.
- Supervises students who are waiting to see administrative staff for disciplinary or other reasons.
- Contacts parents of disciplined students; contacts parents of sick/hurt students.
- Schedules tours and facility usage.
- Processes, sorts, checks for accuracy, and files documents in accordance with established systems.
- Distributes intra-system and general delivery mail.
- Maintains routine office records relating to student records, instructional materials, etc.
- Keyboards materials from exact copy with proficiency.
- Sets up and maintains files for a limited number of subjects.
- Makes simple arithmetic calculations manually or by use of a calculating machine according to established methods.
- Transcribes information onto forms, processes letters, memoranda, reports, tabulations, statements, various card records, and other materials from rough draft or detailed instructions.
- Operates copying machines, adding machines, personal computers, and other office equipment.
- Notifies employees of mail, information, visitors, or materials waiting at a central location.
- Performs a variety of minor clerical tasks in relieving supervisor of office details.

Additional Clerical Job Functions

- Greets visitors, parents, staff, students, volunteers, etc. and directs them to their intended destination.
- Performs related work as required.

Knowledge, Skills and Abilities

- General knowledge of the operations of the school.
- General knowledge of the principles of organization and administration.



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- General knowledge of elementary arithmetic.
- General knowledge of correct spelling, grammar and vocabulary usage.
- Some knowledge of basic computer operation
- Ability to transcribe information and to prepare standardized forms, letters and reports from that information.
- Ability to operate multi-line phone system.
- Ability to compile simple information.
- Ability to operate common office machines.
- Ability to sort and distribute documents.
- Ability to maintain accurate records and to develop simple reports from those records.
- Ability to understand and follow oral and written instructions.
- Ability to type accurately at a moderate rate of speed.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Other clerical duties as assigned.

Physical Requirements

- Must be able to physically perform the basic life operational functions of stooping, crouching, reaching, standing, walking, fingering, grasping, talking, hearing, and repetitive motions.
- Must be able to perform sedentary work exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently up to 10 pounds or constantly to lift, carry, push, pull, or otherwise move objects.
- Must possess the visual acuity to prepare forms and records and use fingers to operate a computer terminal and other office equipment.
- Must be physically able to operate a variety of office machines.

Minimum Training and Experience

- Minimum of Associate's degree or 48 semester hours from regionally accredited college.
- Minimum three years office experience.
- Computer skills required (basic knowledge of Microsoft Office required).

This Position Reports Directly to: Principal/Administrator

Salary: Entry Level Grade 55, Step 00 (Partial)

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

TEACHER ASSISTANT

Definition

The employee performs a variety of tasks for the professional staff in the schools, which supports the educational environment in the classroom. Among the specialty areas are instruction; clerical; behavior;



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bus driving; computer; and/or, control room. Work requires the performance and demonstration of a variety of competencies.

Common Competencies

- Has regular attendance
- Is punctual
- Demonstrates a positive, can-do attitude
- Demonstrates a strong work ethic
- Able to follow school policies and procedures
- Has positive rapport with students
- Has positive rapport with employees
- Exhibits excellent computer skills
- Excellent record keeping abilities
- Has strong oral and written communication skills with all audiences
- Impeccable ethical behaviors
- Provides appropriate behavior management techniques
- Maintains confidentiality
- Serves as a positive role model for students and colleagues
- Positively supports the school and its programs
- Uses time wisely
- Willingly participates in professional learning related to the whole school and assigned duties, as offered in alignment with Teacher Assistant Calendar
- Seeks duties beyond regular assignment
- Accepts and acknowledges diversity
- Clearly understands and implements role differences between the teacher and teacher assistant
- Understands the growth and development of the school's students
- Provides a positive atmosphere
- Successfully operates office equipment
- Completes tasks on a timely basis
- Eagerly accepts other duties as assigned

Job Specific

Depending on how the Principal advertises the vacancy, the Teacher Assistant position may require duties below in more than one area. Each area is an essential function.

Instructional

In addition to the Common Competencies and Physical Requirements, the employee in this role:

- Assists the teacher with planning
- Assists in the preparation of materials
- Takes initiative with instructional duties
- Assists the teacher with instruction, whether whole class; small group; and/or individual
- Checks students' work accurately
- Keeps students on task
- May serve as Substitute Teacher, as needed



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Behavior Lab/Control Room

In addition to the Common Competencies and Physical Requirements, the employee in this role:

- Uses appropriate behavioral interventions
- Participates in professional learning related to these duties
- Treats students with respect
- Successfully assists students with assignments

(Sub) Bus Driver

In addition to the Common Competencies and Physical Requirements, the employee in this role:

- Adheres to all components of the Bus Driver Agreement
- Follows all parts of the *Bus Driver Handbook*
- Eagerly accepts special driving assignments
- Completes all bus reports accurately as assigned

Computer Lab

In addition to the Common Competencies and Physical Requirements, the employee in this role:

- Successfully instructs students on basics of computer skills
- Successfully guides students through computerized programs that enhance the school's curriculum
- Successfully trains teachers in all aspects of Microsoft Office and computerized programs
- Previews software and advises administrators on quality and alignment to Common Core and Essential Standards
- Understands and troubleshoots system operations, networking, and system-wide programs

Student Success Coordinator (High School)

Definition

An employee in this position is a Teacher Assistant who is proficient in data analysis, Student Services Management Team (SSMT), and computer software such as Home Base, Plato, North Carolina Virtual Public High School (NCVPHS), Microsoft Excel and Access. The Student Success Coordinator (SSC) must be able to work flexible hours including Saturday from 8:30 am to 12:30 pm. This employee must be able to work daily from 8:30 am to 3:00 pm or 9:30 am to 4:30 pm. The purpose of this position is Student Management including student attendance, tardies, and other duties assigned by the Administration.

In addition to the Common Competencies and Physical Requirements, the employee in this role:

Duties and Responsibilities

- **Multi-Tiered System of Support (MTSS)**
 - Attends and leads MTSS meetings.
 - Keeps accurate logs and transcripts of all meetings.
 - Follows up with all actions from the MTSS meetings.
 - Reports on items from previous MTSS meetings at forthcoming meetings.
 - Works closely with the Guidance Counselor, School Nurse, and Social Worker in relation to student issues.
 - Sends out meeting notices to all personnel required to attend MTSS meetings on a weekly basis.
 - Acts as the contact person for all issues needing MTSS attention such as MTSS referral



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forms given to this employee prior to each meeting.

- **Attendance**
 - Tracks period attendance and tardies on a daily basis.
 - Briefs the Principal, Assistant Principal, and MTSS on a weekly basis on students who are not attending school on a regular basis.
 - Manages the attendance recovery policy.
 - Manages the attendance make-up process and contacts parents about the tardy and attendance issues via Connect-Ed on a daily basis.
- **North Carolina Virtual Public High School (NCVPHS)**
 - Registers and enrolls students for Learn and Earn and NCVPHS courses.
 - Tracks the student's grades and log-in time.
 - Works with teachers to update them on each student and the progress in the course.
 - Communicates with the virtual teacher and the Learn and Earn instructor.
- **Credit Recovery During the School Day**
 - Works with counselors to determine which students could benefit from attending credit recovery.
 - Manages the students using PLATO and Study Island.
 - Submits grade changes to the Data Manager.
- **Grade Recovery**
 - Develops a list of students needing grade recovery and works with teachers to ensure all qualified students attend grade recovery.
 - Contacts the parent of each student attending grade recovery.
 - Collects the contracts from the students.
- **Data Analysis**
 - Attends data guru meetings and works with all data files.
 - Develops and presents data during faculty meetings.
 - Presents reports and analysis of all school data to the Principal and Assistant Principal as required.
- **Academic Student Tracking**
 - Extracts reports from Home Base for students failing each six weeks and semester.
 - Works with the Guidance Counselor and teachers of students failing at the interim and six weeks grading period.
 - Produces and prints interim reports, six weeks reports, and end of semester failure reports.
 - Briefs Principal and the Assistant Principal on all reports.
- **Discipline**
 - Executes the School Wide Discipline Plan, which requires students to attend After School Detention (ASD) when they are disciplined for minor violations.
 - Contacts parents when students are assigned ASD and Saturday School.



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- **Web-based Program**
 - Trains the staff on PLATO, Study Island, and any new web-based programs. Will be responsible for using PLATO and Study Island for grade recovery.
- **Saturday School Notices**
 - Contacts parents and students.
 - Provides a letter to students who have to attend Saturday School.
- Performs other related work as required.

Knowledge, Skills and Abilities for Student Success Coordinator

- Knowledgeable and skilled in the use of Microsoft Excel to write formulas and use the majority of the functions to analyze data.
- Knowledgeable and skilled in the use of Microsoft Access to manage and organize large amounts of data.
- Knowledgeable and skilled in the use of Home Base to produce reports for attendance, tardies, and grades.
- Ability to use Connect-Ed to contact parents when students have a large number of tardies or have a history of not attending school on a regular basis.
- Ability to organize materials.
- Ability to follow written and oral instructions.
- Ability to develop and maintain an effective working relationship with students, parents, teachers, and administrators.
- Ability to work independently to accomplish assigned tasks.
- Ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.
- Ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors.
- Ability to prepare a variety of correspondence, reports, handbooks, forms, lists, etc.
- Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions and to deal with several abstract and concrete variables.
- Ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages.
- Ability to deal with people beyond giving and receiving instructions.
- Ability to consult with parents, teachers and the community to enhance the learning of students.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, lifting, grasping, talking, hearing, and repetitive motions.
- Must be able to perform medium work exerting in excess of 50 pounds of force occasionally, and/or in excess of 25 pounds of force frequently, and/or in excess of 20 pounds of force constantly to lift objects.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle or feel objects, tools, or controls; and climb or balance.



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- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

This Position Reports Directly to: Principal and Assistant Principal

Classification: Non-Exempt

Salary: Grade 54-00 (Entry level)

Minimum Education and Experience for All Duties under Teacher Assistant

- High School diploma required.
- Minimum of 48 semester hours from a regionally accredited college/university or an Associate's Degree from a regionally accredited college.
- Possess Commercial Driver's License (CDL) or willingness to obtain the CDL, if advertised as part of the duties.

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If offered a position, prospective employee must pass a required health exam, criminal records check, and drug test. As a safety sensitive position, the employee will be subject to random drug testing.

HOW TO APPLY: Inside and Outside Applicants:

Visit Gaston County Schools' website at www.gaston.k12.nc.us

- Select "Jobs"
- Select "Careers/Job Opportunities"
- Select "Start an application for employment"
- Inside applicants may use Gaston County Schools' employees as references
- Complete online application
 - Upload cover letter to application
 - Upload current résumé to application

The following documents must be uploaded to online application:

- Copy of **official** College Transcript
- Three completed current Classified Reference Surveys (from non-Gaston County Schools employees and not from family members) in AppliTrack application or three written, dated letters of recommendation (must be less than one year old) or a combination of the two



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- Copy of certifications/licenses, if applicable
- Verification of highest level of education
- Copy of last employment evaluation

Qualified inside and outside applicants should mail or email cover letter and résumé to:

Amy Hord, Principal
Pleasant Ridge Elementary
937 South Miller Street
Gastonia NC 28052
Email: athord@gaston.k12.nc.us