



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.



Gaston County Schools

Receptionist & Teacher Assistant

- General knowledge of the principles of organization and administration.
- 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 primary grades, reading



Gaston County Schools

Receptionist & Teacher Assistant

classes, and general teaching support. Work involves assisting teachers with the preparation of materials, monitoring work and assignments in the classrooms, completing records and reports, grading papers and tests, running copies of materials, tutoring students in coursework and assignments, and other miscellaneous duties. Work requires an interest in students in the learning environment, patience and physical stamina.

Duties and Responsibilities

- This employee provides support to the teacher in the instruction of students.
- A wide variety of tasks are performed to support the teacher in the teaching-learning process for students.
- The work is directed by specific instructions, precedents and established policy.
- Problems are solved through the exercise of judgment in selecting the best course of action to be taken.
- The work is performed under the limited supervision of the teacher and/or principal.
- Academic Assistance.
- Gives group instruction as prescribed by teacher.
- Provides individualized instruction.
- Demonstrates various instructional activities.
- Monitors work assigned by teacher.
- Checks and corrects students' work while in progress.
- Keeps students on task.
- Praises and reinforces achievement of students.
- Reports student progress to teacher.
- Instructional preparation/support.
- Serves as substitute teacher.
- Arranges classroom furnishings and equipment.
- Prepares visual aids.
- Duplicates materials.
- Reorganizes materials at the end of the day.
- Serves as proctor during testing.
- Attends workshops.
- Scores students' papers as instructed by teacher.
- Distributes and collects instructional materials.
- Checks and reports attendance.
- Enters data in health record.
- Records student behavior.
- Files data according to regulatory requirements.
- Monitors student behavior.
- Supervises students in the classroom and other locations.
- Creates and distributes awards for positive behavior.
- Promotes student self-esteem.
- Teaches citizenship, social skills and respect for others.
- Reconciles minor student conflicts.
- Participates in development of discipline policy.
- Disciplines misbehavior through approved methods.



Gaston County Schools

Receptionist & Teacher Assistant

- Reports discipline problems to teacher or principal.
- Report to supervisor significant change or lack of change in student behavior.
- Other duties as assigned.

Other Job Functions (Specific to Job Assignments)

- Monitors student behavior, employs strategies as necessary to protect students from injury.
- Accompanies students to and from the bus; guides students to their classrooms.
- Maintains student confidentiality.

Knowledge, Skills and Abilities

- Working knowledge of effective methods of working with students.
- Working knowledge of the core subjects at the grade level to which employment assignment is made.
- Some knowledge of the school organization and its community.
- Some knowledge of expected behavior of students and basic characteristics of ages and stages.
- Skill necessary to operate audiovisual and technological equipment and common office machines.
- Skill to make learning aids which will strengthen lesson plans.
- Ability to comprehend the purpose of teacher designed strategies as a fulfillment of the instructional objective.
- Ability to discern significant student behavior and refer this to the supervisor.
- Ability to impart information to the student's level of comprehension.
- Ability to apply, impartially and consistently, proper methods of recognition, reward and punishment.
- Ability to solve independently most minor problems.
- Ability to follow minimally detailed written and oral instructions without constant supervision.
- Ability to record and store data accurately.
- Ability to maintain confidentiality of student information.
- Ability to establish and maintain working relationships with parents, students, teachers, staff and administrators.

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

Minimum Education and Experience



Gaston County Schools

Receptionist & Teacher Assistant

- High School diploma required.
- Associate’s degree or minimum of 48 hours from a regionally accredited college/university.
- Possession of an equivalent combination of training and experience which provides the required knowledge, skills, and abilities for the position, preferred.

This Position Reports to: Teacher

Classification: Non-exempt, dual employment

Salary: Entry Level, Grade 54, 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.

If offered a position, prospective employee must pass a required health exam, criminal records check, and drug test.

HOW TO APPLY: 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”
- Complete online application

The following documents must be uploaded to online application:

- Current résumé
- Verification of highest level of education
- Copies of college transcripts (degree dated)
- Three completed current Reference Surveys (from non Gaston County Schools employees) in Applitrack application or three current letters of recommendation or a combination of the two

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

Cindy Hester, Principal
Woodhill Elementary
1027 Woodhill Drive
Gastonia NC 28052
Email: chester@gaston.k12.nc.us