



Golf School District 67

Job Description: Teacher Assistant

Purpose Statement

The job of the Teacher Assistant is to work with students in collaboration with the teacher within assigned classrooms with specific responsibility for implementing programs for the personal and emotional growth of the students; assisting in the monitoring of behavior plans; and communicating observations to teachers, parents and administrators.

This job reports to Principal.

Essential Functions

- Assist the teacher in preparing materials to be used in the daily program (e.g. lesson plans, observations, individual child assessments, and child development plans, etc.) for the purpose of ensuring the efficient and effective functioning of the program.
- Assist with clean-up and care of room and classroom equipment for the purpose of providing a safe learning environment and/or meeting mandated requirements.
- Assist the teacher with handwashing, toileting, greeting, tooth brushing, etc. for the purpose of providing smooth routines.
- Assist teacher with arranging physical space for the purpose of creating learning centers and encouraging independence.
- Assist teacher with providing a balanced curriculum for the purpose of encouraging social and cultural awareness; exploration; predicting and testing behaviors; choices of learning center activities; large/small group and individual activities; language development; cognitive development; and fine and gross motor activities.
- Attend meetings and trainings for the purpose of acquiring and/or conveying information relative to job functions.
- Collaborate with teacher and support team and help to plan activities and methods for keeping parents interested in their child's development for the purpose of maintaining good parent involvement.
- Eat with the children for the purpose of providing appropriate discussion for meal times.
- Ensure all documentation and individualization takes place in a timely manner for the purpose of complying with established guidelines.
- Maintain a safe and healthy environment.
- Organize quiet or active, age appropriate indoor and/or or outdoor activities as assigned by the teacher for the purpose of actively participating in the learning activities with children.
- Participate in home visits and parent/teacher conferences, when requested, for the purpose of working as a member of a classroom team.



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- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Other Functions

- Monitor behavior plans for the purpose of ensuring student compliance with established plans.
- Provide ongoing feedback for the purpose of informing supervisor, teacher, and parents of students' progress.

Job Requirements: Minimum Qualifications

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; and using pertinent software applications; sensibility to the needs of young children and their parents; appropriate judgment in the areas of child supervision and safety, and parent relations; adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: stages of child development; methods of motivating and controlling children; and awareness of codes, regulations and laws related to counseling students; growth patterns; age appropriate activities; health standards and hazards; safety practices and procedures.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific Ability based competencies required to satisfactorily perform the functions of the job include: providing direction and leadership; communicating with persons of varied backgrounds; maintaining confidentiality; and adapting to changing priorities; speak clearly and concisely in written and oral communication.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; Utilization of some resources from other work units may be required to perform the job's functions.

Work Environment

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.



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Experience

Job related experience is desired.

Education

Sixty (60) semester hours of college credit or Associates Degree.

Certificates and Licenses

Paraprofessional Educator Endorsement

Clearances:

- Criminal Justice Fingerprinting/Background Clearance
- Pre-Placement Medical Clearance