



Job Description:	Teachers Assistant	FLSA Status:	Non-Exempt
Department:	School Support	Code:	
Location:	Central Elementary School	Reports to:	Principal
Position Type:	Full-Time	Version:	

Description of Position: Teacher aides are educational professionals who assist full-time teachers, reinforcing their instruction and providing clerical assistance. Teacher aides provide support for full-time teachers, helping them with clerical work and classroom activities. This can involve providing individual attention to students in need of extra assistance or monitoring students while the teacher is out. Position works with classroom teachers to coordinate the academic activities of students and provides assistance to students in completing the assigned work. Position monitors students and maintains a safe and orderly environment within the classroom.

Essential Duties and Responsibilities

- Understands and complies with the rules and operations of the workplace.
- Teacher's aides must know the appropriate responses when dealing with children and how to properly show educational materials to the classroom.
- Follows the instructions of the teacher.
- Assists students assigned to the program with completing their regular classroom assignments.
- Guides and encourages students to develop a positive attitude toward learning.
- Assists the teacher and reinforces instruction taught in the classroom to students.
- Reviews lessons with students individually, answering questions or grading assignments.
- Supervise the students outside of the classroom on the playground, during bathroom breaks, at lunch time and on field trips.
- When class is not in session, a teacher's aide assists the teacher by entering grades or typing up class summaries.
- Grade papers or work assignments.
- Assists with the integration of technology into the classroom, helping set up computers and projectors.
- Organize the classroom and put supplies in order.
- Greet children when they arrive to school.
- Under the supervision of the head teacher, assistants may take over teaching the class as whole on an occasional basis.
- Teacher assistants may complete supportive work, such as organizing paperwork, photocopying, and preparing and producing materials used in instruction, bulletins, and classroom displays.
- Helping with children that have special needs
- Ensuring that students meet the correct bus
- Maintains daily attendance and other records of students assigned to the program.
- Perform other duties as assigned by the classroom teacher.

Qualifications and Education Requirements

- Must have met minimum standard of High school diploma/GED and ACT WorkKeys assessment scores or completed 48 semester hours at an institution of higher education; prefer Associates or higher degree.
- Must possess a general knowledge of a variety of academic subject areas.

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Preferred Skills

- Specialized training or experience in education or counseling; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities.
- Must possess knowledge of, and the ability to effectively apply, methods for dealing with student misconduct.
- Must possess excellent human relations and communication skills. Must possess the ability to supervise students with varying abilities, assist students with assignments, monitor student behavior, and mediate conflicts within a disciplinary setting.
- Must possess the ability to establish and maintain effective working relationships with students, parents, and school staff.
- Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, walk and reach overhead.

Reviewed By:		Date:	8-3-2018
Approved By:	Doug Cromwell	Date:	8-3-2018
Last Updated By:	Doug Cromwell	Date/Time:	8-3-2018

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all the essential functions of this position. I agree to comply with the Oxford School District policies and all laws, rules, regulations, and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the laws or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the Oxford School District. All employees are to adhere to the values and ethical standards of the Mississippi Educator Code of Ethics.

(Signature)

(Date)

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