

BERKELEY COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Title: Teacher Assistant (Paraprofessional) (E)

FLSA: Non-exempt

GENERAL SUMMARY

Under general supervision assists in ensuring that the district **Vision, Mission and Goals** are achieved and performs specialized work by assisting teachers in instructing and directing the activities of students in assigned elementary classes to provide a well-organized, smoothly functioning classroom environment. Assists school administrators and staff with various administrative and clerical functions as requested. Position reports to the assigned classroom teacher and school principal.

ESSENTIAL FUNCTIONS

Works under the direct supervision of a Highly Qualified teacher(s) to implement the instructional activities planned by the Highly Qualified teacher(s);

Works in close and frequent physical proximity to the supervising teacher(s) and meet frequently with supervising teacher(s) to receive direction in implementing lesson plans;

Assists students with exercises and class activities; concentrates efforts with small groups of students and individuals as necessary;

Compiles, prepares and organizes materials and classroom for instruction and classroom activities;

Assists in cleaning and storing of materials after completion of activities;

Models proper behavior and play;

Assists teacher by recording daily attendance, grading assignments, recording and/or analyzing test scores/grades, substituting as needed, setting up special projects, escorting children to other areas of the school, monitoring student behavior, and running errands as requested;

Collects and receipts monies for monthly activity fees, school fees, school pictures, field trips, meal fees, etc.;

Supervises and assists students when unloading and loading buses, in the halls, on field trips, during testing, during lunch and on school grounds;

Assists individual children with special needs and/or in need of special attention;

Coordinates and/or participates in special programs or projects as assigned;

Maintains a clean and orderly classroom;

Attends staff meetings as required; participates in-service training programs;

Keeps abreast of developments in early childhood/elementary education curriculum and instruction;

Does not assign grades or evaluate student performance but does report attendance and student progress in meeting the goals of teacher's lesson plans through reports, summaries, and examples of student work so that the teacher may evaluate the achievement of the students;

Assumes limited duties that are assigned to other assistants--including non-instructional duties and duties that do not benefit participating students--if the amount of time spent on those duties is the same proportion of total work time as the time spent by other assistants at the school; and

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

Job requires Associate degree or higher from an accredited college or a minimum of 60 credit hours from an accredited college. In lieu of college hours, high school graduate or GED with minimum test score of 456 on the ETS Paraprofessional Assessment Test.

Knowledge:

Job requires knowledge of grammar, spelling, and punctuation; working knowledge of departmental policies, procedures, and operations; general knowledge of modern office equipment such as copiers and computers; and knowledge of child growth and development.

Skills/Effort:

Job requires good rapport with children; good written and verbal communication, organization, basic mathematical, and telephone skills; ability to interact with co-workers, students and school staff in a courteous and professional manner; ability to provide assistance to teachers in a classroom setting; ability to follow directions of supervising teachers; and demonstrates initiative and follow-through of assignments during unsupervised times during the day.

Working Conditions:

Working condition is in a classroom environment and in any other school or community settings as needed. Physical demands include lifting/moving/ up to 35 lbs. and daily care of students as needed. Job requires working directly with students with hands-on contact the majority of the time. The direct supervision of students to ensure their safety at all times is a top priority. Berkeley County School District is a smoke free district.

Responsibility:

No budgetary or supervisory responsibility
Maintain the confidentiality of students and their families at all times
Pertinent information is to be conveyed to parents or other parties only at the request of the supervising teacher or administrative staff

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES / APPROVAL:

_____ Date: _____

_____ Date: _____