

**CANTON PUBLIC SCHOOL DISTRICT  
JOB ANNOUNCEMENT**

**TEACHER ASSISTANT**

**SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:**

- Associate's Degree or higher; **or** completion of at least two years of study (48 semester hours) at an institution of higher education; **or** passing score on the Work Keys assessment in Reading for Information, Applied Mathematics, and Writing
- Ability to communicate effectively orally and in writing
- Ability to follow oral and written instructions

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assists in the instructional process by working with students individually or in small groups, supplementing regular instruction and implementing teacher-developed lesson plans under the supervision of the teacher.
- Assists in the preparation, organization and use of instructional aids, materials, and technology as directed.
- Works with the teacher to reinforce positive learning and behavior patterns among students.
- Assists students in the development of study skills necessary for learning and in the achievement of instructional objectives.
- Possess a basic understanding of educational curriculum and instructional methods.
- Provides support in a computer laboratory, library/media center and/or other learning facilities, when appropriate.
- Monitors student behavior/activity in various settings (cafeteria, hallway, assembly programs, etc.) with the support of administrators and or teachers.
- Participates in professional development and other training programs, when appropriate.
- Serves as chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
- Operates and cares for equipment used in the classroom.
- Alerts the regular teacher to any problems or special information about individual students.
- Maintains confidentiality and complies with laws and policies concerning confidentiality of student information.
- Help to maintain a clean and organized learning environment.
- Supports parental involvement activities.
- Demonstrates the ability to work with school personnel and others.
- Performs related clerical and recordkeeping duties, as directed.
- Adhere to district policies and procedures.
- Exhibit attributes of reliable attendance, promptness, and dependability.
- Adheres to good safety procedures.
- Other duties as assigned by the Principal, Superintendent, or Superintendent's designee.

<b>REPORTS TO:</b>	Principal
<b>EMPLOYMENT STATUS</b>	Non-Exempt
<b>LENGTH OF EMPLOYMENT:</b>	9 Months
<b>SALARY:</b>	Based on School District Salary Schedule
<b>CLOSING DATE:</b>	Open until filled

<p><b>The Canton Public School District does not discriminate on the basis of age, disability, gender, national origin, color, race, or any other protected category and is an Equal Opportunity Employer.</b></p>
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