POSITION: Teacher Assistant

REPORTS TO: Principal

CONTRACT DAYS: 185 Days

FLSA Status: Non-Exempt

Summary:

Under direct supervision, provides general instructional and teaching assistance to assigned teacher(s). Conducts such duties to support instruction as preparing copies, preparing mailings, performing light typing and data entry, etc. May use computers in performing assigned tasks. Reports to the assigned teacher(s) or Principal. Duties may be specialized as required by area of instruction, type of students, etc. Duties will include lunch coverage for teachers.

Essential Duties and Responsibilities:

- Provides classroom teaching assistance such as reinforcing skills, monitoring in-school-suspension classroom and/or detention hall, completing roll call and student counts, administering make-up tests, etc. Assists teachers with academic instruction and classroom activities; prepares and disseminates materials for classroom activities.
- Sets up the classroom for special activities as assigned such as preparing materials for the classroom, setting up charts, etc.
- Demonstrates the ability to perform remedial instruction or tasks to reinforce learning initiated by a teacher.
- Exhibits the ability to work with students requiring individual or close attention, reads to children, listens to their reactions, and suggests improvements.
- Effectively monitors groups of students engaged in drawing, writing, independent study or similar work.
- Demonstrates the ability to observe and assist individual students that are experiencing difficulties.
- Distributes and collects appropriate materials, sets up the classroom for instructional projects, and sets up and operates audio-visual equipment as needed.
- Effectively supervises playground activities, monitors students in the cafeteria, during rest periods, coming on and off buses, or as they go to and from classes.
- Demonstrates the ability to perform other classroom or school-wide clerical tasks; prepares, compiles, and makes copies of instructional materials and reports, files classroom or student records, distributes textbooks and other instructional materials appropriately.
- Assists the teacher in arranging field trips (permission slips, arrangement of transportation, etc.), speakers/presenters, and related educational activities; accompanies class on field trips as required.
- Provides clerical support by performing such duties as light typing and data entry, routine sorting and filing, and routine posting to ledgers.
- Types, completes and/or files various records and forms.

- Assists the teacher in collecting incoming monies for field trips, school pictures, and other school fees; prepares receipts for monies collected.
- Performs miscellaneous tasks such as distributing materials, scheduling parent or teacher appointments, ordering supplies, scheduling tutoring, escorting students to other areas of the school, etc.
- Operates general office equipment such as a typewriter, computer, copier, laminator, and calculator.
- Performs other duties as may be assigned by the Principal.

Education and/or Experience:

- High School Diploma; meets highly qualified standards as defined by NCLB Act of 2001:
- Associates Degree preferred, 60 hours college credit from an accredited college, or passing score on the ParaPro Exam.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Language Skills:

Ability to read, analyze and interpret professional journals, technical procedures and instructional manuals. Ability to design and write professional development plans, reports and data entry procedures. Ability to effectively present professional development and training and respond to questions from groups of educators, trainees, media, administrators and organization members.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in units of measurement, using whole numbers, common fractions, and decimals. Ability to work with mathematical concepts such as probability and statistical inference and in the display and interpretation of data.

Reasoning Abilities:

- Ability to interpret and carry out instructions furnished in written, oral, diagram or schedule form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to analyze information and use logic to address work related issues and problems.
- Ability to identify student adjustment and/or academic problems, provide counseling and/or recommend appropriate remedial action to parents. Ability to supervise students and maintain order in various classroom and instructional activities and situations

Other Skills and Abilities:

Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to operate a personal computer and related software. Ability to work independently, with limited supervision. Ability to develop effective working relationships with students, district employees, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to self-monitor and manage multiple tasks while working individually and with members of a group. Ability to provide assistance to students with academic work. A good knowledge of and understanding of child growth and development.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee will occasionally lift and/or move up to 25 pounds such as boxes of materials. The employee will sometimes push/pull items such as furniture or boxes of materials.
- While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen and/or reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision. Some driving required. The employee is frequently required to interact with the public or other staff. The employee is directly responsible for the safety, well-being of students.

Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will occasionally lift and/or move up to 50 pounds such as boxes of materials.

The employee will sometimes push/pull items such as furniture or boxes of materials.
While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen and/or reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision. Some driving required.

Duties of the job require frequent use of a computer monitor and related equipment
Conducts duties in a classroom environment with some exposure to environmental conditions, primarily due to the outside supervision of students.

TERMS OF EMPLOYMENT:

The terms of employment detailed in this job description are based on full time employment during an entire school year. Conditions of employment are adjusted for part time employees or individuals who are hired for less than an entire school year

EVALUATION:

Performance of this job will be evaluated annually according to Board Policy.

DISCLAIMER STATEMENT:

The information contained in this job-description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.