Durham Public Schools **School Based**
Job Description **PRE-K Teacher Assistant**

JOB TITLE: Pre-K Teacher Assistant

REPORTS TO: Building Principal

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, 10 months, Classified, Non-exempt

SUMMARY:

The teacher assistant provides support to the teacher in the instruction of students. A wide variety of tasks are performed to support the teacher in the teaching-learning process for students. The work is directed by specific instructions, precedents and established policy. Problems are solved through the exercise of judgment in selecting the best course of action to be taken. This person provides one-on-one assistance with academics and behavioral problems and may lead small group activities. He/she assists lead teacher with general housekeeping and clerical duties the work is performed under the limited supervision of the teacher and/or principal.

RESPONSIBILITIES & DUTIES:

1. Monitor the safety and well-being of students; supervise students in the classroom and other locations.
2. Monitor student behavior and help maintain discipline in the classroom; reconcile minor student conflicts.
3. Discipline misbehavior through approved methods; report discipline issues to teacher and principal.
4. Provide academic assistance to help students learn.
5. Provides one-on-one assistance/instruction as needed.
6. Assist with crisis prevention; restrain students as needed.
7. Perform general housekeeping duties in maintaining an orderly classroom.
8. Perform various clerical duties as needed.
9. Maintain records of student progress; assist with collecting and monitoring student progress data.
10. Give group instruction as prescribed by teacher.
11. Demonstrate various instructional activities.
12. Monitor work assigned by teacher.
13. Check and correct students' work while in progress.
14. Keep students on task.
15. Praise and reinforce achievement of students.
16. Report student progress to teacher.
17. Provide instructional preparation/support
18. Serve as substitute teacher.
19. Arrange classroom furnishings and equipment.
20. Prepare visual aids.
21. Make copies of materials.
22. Reorganize materials at the end of day.
23. Serve as proctor during testing.

24. Attend workshops.
25. Score students' papers as instructed by teacher.
26. Distribute and collect instructional materials.
27. Check and report attendance.
28. Enter data in health record.
29. Record student behavior.
30. Perform other duties as assigned.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

To meet the NC Pre-K Standards, 10A NCAC 09 .3013 would also apply as follows:

***All teacher assistants shall:**

(1) Shall hold, or be working toward, an Associate Degree in birth-through-kindergarten, child development, early childhood education, or an early childhood education related field or a Child Development Associate (CDA) credential. Teacher assistants working toward the minimum of an Associate Degree or CDA shall make progress by completing a minimum of six documented semester hours per year; or

(2) Meet the employment requirements outlined by the Every Student Succeeds Act (ESSA), Pub.L. 114-95.

(a) Six documented semester hours of coursework in early childhood education.

(b) two years of work experience in an early childhood setting.

***Criminal Background Check (CBC)**

The North Carolina Child Care Law (General Statute 110-90.2) requires a criminal background check (CBC) be conducted and a determination of fitness be made on all persons who work or provide child care in a licensed or regulated child care facility.
Due to this new law, all DPS Staff working with Pre-K students must comply with the state law and have full background checks including finger printing. Please click on the link for further information.
https://www.ncleg.net/EnactedLegislation/Statutes/PDF/BySection/Chapter_115C/GS_115C-332.pd
Employees are required to complete the below steps:

1. Application https://ncchildcarecbc.nc.gov/
2. Fingerprinting at local Sheriff Department *(Employee cost approx. $50, within 7 days of submitted application)*
3. Present a copy of approval letter to district

Must complete criminal background check including fingerprint check and receive the Qualification Letter from DCDEE.
NC Qualification Letters are good for 3 years and portable.
Must submit letter upon employment.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. General knowledge of activities performed by lead teacher.
2. General knowledge of daily routines of the classroom.
3. General knowledge of student handbook rules.
4. General knowledge of procedures to follow in the event of an emergency.
5. General knowledge of the principles of organization and administration.
6. Some knowledge of the curriculum for the grade assignments.
7. Working knowledge of effective methods of dealing with children.
8. Working knowledge of the core subjects at the grade level to which employment assignment is made.
9. Some knowledge of the school organization and its community.
10. Some knowledge of expected behavior of children, that is, basic characteristics of ages and stages.
11. Skill necessary to operate audiovisual equipment and common office machines.
12. Skill to develop/utilize learning aids which will strengthen lesson plans.
13. Ability to comprehend the purpose of teacher designed strategies as a fulfillment of the instructional objective.
14. Ability to discern significant student behavior and refer this to the supervisor.
15. Ability to impart information to the child's level of comprehension.
16. Ability to apply impartially and consistently proper methods of recognition, reward and punishment.
17. Ability to solve independently most minor problems.
18. Ability to follow detailed written and oral instructions without constant supervision.
19. Ability to record and store data accurately.
20. Ability to maintain confidentiality of student information.

PHYSICAL REQUIREMENTS:

Physical Requirements: Must be physically able to operate a variety of equipment including computers, copiers, etc. Must be physically able to operate a motor vehicle. Must be able to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

Signature

Date