

Noncertificated and Hourly Positions

Board Approved – 11/16/22

This job description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

TITLE: Assistant - General

QUALIFICATIONS:

1. High School diploma
2. Fundamental awareness of public school activities
3. Demonstrates an aptitude for the work to be performed
4. Meets the No Child Left Behind (NCLB) requirements for Title 1 paraprofessionals, if applicable
5. Required criminal history background, proof of U.S. citizenship or legal resident alien status, physical examination and other required paperwork
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal/Director

SUPERVISES: Not applicable

JOB GOAL: Assists teacher in providing a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials.

To help teacher(s) reinforce the skills and techniques taught in the program and improve the performance of a young person/people so that they may be provided with educational opportunities of a consistently high standard.

Note: Teacher assistants may be assigned to an individual student, group of students, or a particular classroom.

PERFORMANCE RESPONSIBILITIES:

1. Under the supervision of properly certificated personnel, prepares for classroom activities.
2. Assists personnel with non instructional duties inside the classroom, outside of the classroom, on school grounds, and during all special area activities.
3. Works with individual or small group of students to reinforce material initially introduced by the teacher.
4. Assists individual student or students in need of special attention, including personal care needs.

5. Performs clerical duties.
6. Guides independent study, enrichment work, and remedial work set-up by the teacher.
7. Checks notebooks, corrects papers, and monitors testing and makeup work.
8. Assists with individual or small groups of students.
9. Participates in in-service training programs.
10. Assists the teacher in the instructional program by utilizing equipment to develop charts, games, or manipulative materials that are suggested.
11. Assists teacher in the planning of the weekly schedule of activities and provides input in terms of student progress.
12. Performs other duties consistent with the position of assistant as deemed necessary by the Principal.

PHYSICAL REQUIREMENTS:

The duties of this job require the following physical activities: sitting, standing, reaching, walking, lifting, bending, kneeling, stooping, climbing, pushing, pulling, finger dexterity, carrying, feeling, repetitive motions, speaking, listening, and visual acuity. The employee may need to lift and/or move a student. An average weight for a student is 75 pounds. Assistance can be provided, if necessary. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus. In addition, the employee must be able to follow written and oral instructions and procedures.

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.

WORK ENVIRONMENT:

Work is performed in a school setting with exposure to health and/or safety hazards. The noise level in this environment is usually moderate.