

TEACHER ASSISTANT - PRESCHOOL

QUALIFICATIONS

1. Minimum high school diploma or G.E.D.
2. Early childhood education experience (preference given for Child Development Associate certification or associate's degree in early childhood education or active pursuit of either)
3. Meets health and physical requirements

JOB GOAL To provide assistance to preschool teachers

ESSENTIAL FUNCTIONS

1. Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students
2. Operates and cares for equipment used in the classroom for instructional purposes
3. Distributes and collects workbooks, paper, and other materials for instruction
4. Assists with supervision of students during emergency drills, assemblies, play periods, and field trips
5. Checks notebooks, corrects papers, and supervises testing and makeup work as assigned by the teacher
6. Works with individual students or small groups of students to reinforce learning of material or skills
7. Assumes responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of the job
8. Checks and records attendance
9. Arranges bulleting boards
10. Types and duplicates tests, worksheets, and supplementary materials
11. Assists in supervising children in lunchroom, playground, and loading buses
12. Assists the teacher in assimilating materials for class displays
13. Performs other duties as assigned

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 50 lbs., or the average weight of a preschool child, with frequent lifting and/or carrying of objects weighing up to 25 lbs. Other physical demands that may be required are as follows:

1. Pushing
2. Pulling
3. Climbing
4. Stooping
5. Kneeling
6. Crawling
7. Reaching
8. Talking
9. Hearing
10. Seeing

VOCATIONAL PREPARATION

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

TEMPERAMENT (Personal traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity
3. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria
4. Adaptability to dealing with students

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. Intelligence: Ability to understand instructions and underlying principles; ability to reason and make judgments
2. Verbal: Ability to understand meanings of words and ideas associated with them
3. Manual Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly and accurately
4. Form Perception: To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures
5. Color Discrimination: Ability to perceive or recognize similarities or differences in colors or shades or other values of the same color

WORK CONDITIONS Normal working environment

TERMS OF EMPLOYMENT

1. 185-day contract; 5-hour workday
2. Teacher assistant salary scale prorated from 7.5-hour to 5-hour workday

IMMEDIATE SUPERVISOR Classroom teacher and/or principal

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.