



Iredell - Statesville Schools

Together, Ensuring *Student Success* by Igniting a *Passion* for Learning

Human Resource Services
Administrative Office Building

DATE: August 21, 2020

VACANCY ANNOUNCEMENT

21-081

POSITION:

**Teacher Assistant/Bus Driver
Woodland Heights Elementary**

SALARY:

State Salary Schedule

QUALIFICATIONS:

Associate's degree or higher from an Institution of Higher Education or 48 semester hours completed toward a degree from an Institution of Higher Education. Applicant must possess knowledge, skills, and abilities to work with students of all ages. Applicant must hold a valid N. C. state driver's license. Applicant must be eligible to obtain a CDL with school bus endorsements. Applicant must maintain the bus license and drive at designated schools.

RESPONSIBILITIES:

An employee in this class 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. The work is performed under the supervision of the teacher and/or principal. Employee must be able to maintain the confidentiality of students as described in IDEA and FERPA. Other duties as assigned by the teacher or principal.

Academic Assistance

- Provides group and individual instruction as prescribed by teacher, principal or designee
- Demonstrates various instructional activities





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- Monitors work assigned by teacher and keeps students on task
- Checks and corrects students' work while in progress
- Praises and reinforces achievement of students
- Reports student progress to teacher

Instructional Preparation/Support

- Prepares visual aids and duplicates materials.
- Scores students' papers as instructed by teacher
- Distributes and collects instructional material
- Reorganizes materials at the end of day
- Serves as proctor during testing
- Attends professional development
- Arranges classroom furnishings and equipment

Reports and Records

- Maintains reports and records as assigned by teacher. May include but not limited to, health records, attendance, and student behavior.

Monitoring Student Behavior

- Supervises students in the total school environment
- Creates and distributes awards for positive behavior
- Promotes student self esteem
- Teaches citizenship, social skills and respect for others
- Reconciles minor student conflicts
- Participates in development of discipline policy
- Disciplines misbehavior through approved methods
- Reports discipline problems to teacher or principal
- Reports to supervisor significant change or lack of change in student behavior

Bus Driver

- Observes all mandatory safety regulations for school buses
- Obey all traffic laws
- Creates and maintains seating chart
- Maintains discipline when students are on bus
- Reports undisciplined students to the proper administrator





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- Checks bus before each operation for mechanical defects
- Notifies the proper authority in case of mechanical failure or lateness
- Transports only authorized students
- Discharges students only at authorized stops
- Keeps to assigned schedule
- Exercises responsible leadership when on out-of-district school trips
- Substitute on routes when needed

REPORTS TO:
CONTACT:
Department

Principal
Submit an online application to the Human Resources

Iredell-Statesville Schools
PO Box 911
Statesville, North Carolina 28687
704-872-8931

Internal & External candidates should apply online through the Human Resources Department.

IF THE POSITION IS FILLED BY AN EMPLOYEE TRANSFERRING, THEN THIS VACANCY ANNOUNCEMENT WILL SERVE AS NOTICE FOR THAT VACANCY.

TERM OF EMPLOYMENT: 10 Months
APPLICATION DEADLINE: Until Filled
BEGINNING DATE: September 1, 2020

The Iredell-Statesville Schools is an equal opportunity employer and does not discriminate on the basis of sex, race, creed, color, national origin or handicapping conditions.

