

Teacher Assistant (K-12)

Reports to: Building Principal
Classification: Support staff
FLSA Status: Non-Exempt
Terms of Employment: 174 Days (student attendance calendar). Salary and work year to be established by the Board of Education.
Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff.
Compensation: According to Support Staff salary system.

JOB SUMMARY:

To assist teachers in maintaining appropriate instructional activities and learning environment in order to promote student achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Appropriate safety precautions to be used at all times while performing essential duties.
2. Communicate with all stakeholders in an effective and timely manner.
3. Work collaboratively with other staff members.
4. Assume responsibility for the safe condition of all assigned areas and/or equipment operated.
5. Maintain a safe and orderly work environment.
6. Maintain confidentiality in accordance with applicable law and district policy.
7. Follow established district policy and procedure at all times.
8. Perform the instructional and classroom management processes for teachers who are absent.
9. Distribute and collect instructional materials.
10. Work directly with teachers and assist with the supervision of students as appropriate.
11. Assist teachers with instruction to facilitate student mastery of the curriculum.
12. Alert appropriate personnel to any problem or special information about individual students.
13. Responsible for appropriate management of assigned students at all times.
14. Provide appropriate learning experiences when providing direct instruction to students.
15. Assist with instructional strategies and resources appropriate for students with a wide range of mental, physical, and emotional developmental levels.
16. Assist with individual, and group instruction designed to meet individual learning needs.
17. Assist with formative and summative assessments to properly evaluate the academic (knowledge and skills) and social growth of students.
18. Assist with the maintenance of appropriate academic and student records.
19. Assist with the identification of student needs and collaborate with other professional staff members as appropriate.
20. Assist with the maintenance of an effective learning environment to facilitate mastery of the curriculum.
21. Attend appropriate professional development opportunities to enhance instructional competence and student achievement.
22. Participate in the overall school community as appropriate.
23. Perform other duties as the Administration may require for the effective and safe operation of the school.
24. Other duties as assigned by the Administration.

SUPERVISORY RESPONSIBILITIES:

This position does not require supervisory responsibilities.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

1. Substitute Certification required
2. Bachelor's degree or higher preferred
3. Appropriate Missouri teaching certification preferred

COMMUNICATION SKILLS:

1. Ability to communicate, both verbally and in writing, and interact effectively with all aspects of the school community is required.
2. Ability to solve conflicts, maintain confidentiality and remain open to various ideas and viewpoints.

MATHEMATICAL SKILLS:

1. Ability to perform basic mathematical calculations using whole numbers, fractions, decimals, and percentages.
2. Ability to use and teach mathematics commensurate with assigned position.

REASONING ABILITY:

1. Ability to interpret a variety of instructions furnished in written, oral, diagram, and/or schedule form.
2. Ability to extrapolate trends and related information from data sets.
3. Ability to prioritize and meet deadlines while complying with established policies and procedures of the building and District.
4. Identify and resolve problems in a timely manner, gather and analyze information skillfully; use reason even when dealing with emotional topics.
5. Ability to concentrate, think, read and learn is necessary to perform the essential job duties.

OTHER SKILLS AND ABILITIES:

1. Demonstrate organizational ability and attention to detail.
2. Ability to provide assistance to the school community as necessary.
3. Ability to work independently.
4. Excellent human relation skills.
5. Ability to accomplish tasks in a timely manner.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee must regularly sit, talk, listen, and respond. While performing the duties of this job, the employee is regularly required to sit; use repetitive wrist, hand and/or finger movement; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, precise hand-eye coordination and the ability to identify and distinguish colors.

Occasionally, the employee may lift up to 50 pounds, such as, to lift files, papers, supplies and equipment. The foregoing is not an exclusive list and the employee may be required to exceed the minimum physical demand specifications should the safety and security of students and staff be compromised.

The above physical demands are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. The noise level in the work environment is usually at a moderate level with frequent interruptions. The employee continuously interacts with staff and the public. Travel may be necessary to various District buildings and/or sites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) 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.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job related duties as requested, subject to all applicable state and federal laws.