

Mathews County Public Schools

Position Description

JD 4-1

Title: Teacher Assistant

Reports to: Principal and Teachers

Qualifications: High school diploma or equivalent.

Job Goal: To provide teachers with instructional and clerical assistance.

Primary Performance Responsibilities:

1. Works with small groups of students as outlined by the teacher.
2. Supervises students as outlined by the teacher and bears responsibilities for teachers' duties in their absence.
3. Performs clerical assistance to teachers and contributes to the students' development and behavior.
4. Performs all other duties as assigned.

Evaluation: Performance of this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.

