

## Teacher Assistant

### QUALIFICATIONS

1. High school diploma or equivalent
2. A minimum of two years of college (48 semester hours) or Associate Degree or passing score on the Workkeys Assessments.
3. Ability to communicate effectively both orally and in writing.
4. Possess organizational and time management skills.
5. Other requirements as outlined by the Board and the administration

**REPORTS TO:** School Administrators and Supervising Teacher

**JOB GOAL:** Assist the teacher in maintaining appropriate classroom activities and environment in order that students may learn effectively.

**TYPICAL DUTIES AND RESPONSIBILITIES:** Such duties and responsibilities as may be assigned, including but not limited to:

1. Follows school board policy and school rules and regulations.
2. Adheres to provisions of school board policy in relation to Department of Labor regulations. A teacher assistant:
  - Shall not work more than eight hours during any day or more than forty hours during any week.
  - Shall sign or clock-in at the beginning of the work day and sign or clock-out at the end of the work day.
  - Shall keep all the time records on a daily basis
  - Shall not do any work for the school at home or any other place away from the school campus, with the exception of field trips and other class activities.
3. Assists in the general supervision of students in the halls, restrooms, playgrounds, or any other area of the school campus.
4. Administers, scores, and records, such achievement and diagnostic tests as the teacher recommends for individual students
5. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
6. Assists the teacher in devising special strategies for reinforcing materials or skills.
7. Operates and maintains equipment used in the classroom for instructional purposes.
8. Helps students with instructional materials assigned by the teacher.
9. Guides independent study, enrichment work, and remedial work set up as assigned by the teacher.



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10. Keeps bulletin boards and other classroom learning displays up-to-date.
11. Assists with such large group activities as drill work, reading aloud, and story-telling; Reads to students, listens to students read, and participates in other forms of oral communication with students.
12. Assists students in the library or media center.
13. Checks notebooks and supervises testing and make-up work, as assigned by the teacher.
14. Checks and records student attendance.
15. Alerts the regular teacher to any problem or concern about any individual student.
16. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
17. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
18. Participates in professional development sessions as assigned.
19. May serve in other approved capacities such as, but not limited to:
  - a. ISS Monitor
  - b. Lab Assistant
  - c. Interventionist
20. Performs other tasks, as assigned by the classroom teacher, Principal, Assistant Principal, and other administrators, as designated by the Superintendent.
21. Demonstrates prompt and regular attendance.
22. Supports the Meridian Public School District Mission, Vision, and Strategic Plan.

**TERMS OF EMPLOYMENT:** Pay rate based on teacher assistant pay scale at 180 days per year.

**EVALUATION:** Annually