

**JOB DESCRIPTION
TEACHER ASSISTANT**

5a.

TITLE: Teacher Assistant

QUALIFICATIONS:

- High School Diploma/GED
- Completed at least 2 years of study (48 semester hours) at an institution of higher education
- Obtained an associate's (or higher) degree
- Prior to 2017 met the ACT Work Keys Requirements-Reading for Information score of 4, Applied Mathematics score of 4, and Writing or Business Writing Score of 3; or
- After 2017, teacher assistants need to meet the Work Keys Silver Level certification.
- Good physical condition with ability to lift 50 pounds
- Good physical ability to kneel, stoop, lift, push or carry items when assisting students during activities.

REPORTS TO: Supervising Teacher and School Principal

JOB GOAL:

Assist the teacher in maintaining appropriate classroom activities and to enhance student learning.

PERFORMANCE RESPONSIBILITIES:

1. Participates in daily and long-range lesson and classroom activity planning.
2. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
3. Duties include bending, stooping, lifting, and kneeling necessary to help students with daily life activities. Responsibilities include changing diapers for students who are incontinent along with helping with toileting.
4. Guides children in working and playing harmoniously with other children.
5. Assists the teacher in devising special strategies for reinforcing material or skills based on the individual students, their needs, interests, and abilities.
6. Provides escort and assistance to children as necessary.
7. Helps maintain individual records for each child.
8. Fosters good eating habits and table manners in children.
9. Assists teacher in maintaining neat work and study areas.
10. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
11. Collects and displays suitable material for educational displays.
12. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
13. Participates in in-service training programs.
14. To assist with maintaining student behavior.
15. To model good reading, writing, and speaking skills and to dress appropriately.
16. Assist with student personal care/hygiene needs.
17. To become familiar with school board policy, school rules and regulations.
18. To assist with other duties as deemed necessary for the job.

TERMS OF EMPLOYMENT: **185 days** **Classified/Non-Exempt**

EVALUATION: Performance of this job will be evaluated by the supervising administrator.

**Approved by the School Board on: July 11, 2006
September 20, 2016
October 15, 2024
July 15, 2025**

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