

# Park Forest Chicago Heights School District Job Description

Teacher Assistant



## General Information

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TITLE	TEACHER ASSISTANT
CLASSIFICATION	CLASSIFIED
REPORTS TO	SUPERVISING TEACHER AND BUILDING PRINCIPAL
SUPERVISES	N/A
TERM OF EMPLOYMENT	BY THE CLASSIFIED CONTRACT
EVALUATED BY	BUILDING PRINCIPAL AFTER CONSULTATION WITH THE SUPERVISING TEACHER

## SUMMARY

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The Teacher Assistant works cooperatively with the teacher to provide a well-organized, smoothly functioning class environment. The Teacher Assistant also allows students to take full advantage of the instructional programs and available resource materials.

## QUALIFICATIONS

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1. Good physical health
2. Appropriate certification
3. Thirty (30) hours of college credit
4. Demonstrated aptitude for the work to be performed
5. Ability to respond appropriately to and work from oral and written directions.
6. Ability to communicate clearly, orally and in written form, with staff, students and parents
7. Ability to work smoothly and efficiently with all staff.
8. Ability to keep required records both manually and on the computer accurately and efficiently.
9. Ability to lead children in learning experiences.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

## CAPACITY AND ABILITY REQUIREMENT

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In order to learn or perform duties adequately, the following may be required:

1. Intelligence – General learning ability; ability to understand instructions, concepts and underlying principles; ability to reason and make judgments.
2. Verbal Skills – Ability to understand meanings or words and ideas associated with them, and to transfer understandings to individuals and groups as necessary.
3. Numerical Skills – Ability to perform arithmetical operations quickly and accurately.
4. Manual Dexterity – Ability to perform manual functions easily.



## **MAJOR DUTIES AND PERFORMANCE RESPONSIBILITIES**

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The list below is meant to be illustrative rather than all-inclusive. Accordingly, the list is meant to be a guide rather than a restriction on work that can be assigned to an employee.

1. Reports all potential and real dangers to a supervisor.
2. Prepares materials under the direction of a teacher.
3. Works with small groups of students to reinforce material initially introduced by the teacher.
4. Assists individual children in need of special attention.
5. Performs necessary clerical duties.
6. Guides independent study, enrichment work and remedial work set up by the teacher.
7. Operates audio-visual equipment as needed.
8. Assists teachers with non-instructional duties.
9. Checks notebooks, corrects papers and supervises testing make-up work.
10. Assists in drill work.
11. Assists with reading and storytelling.
12. Assists with small groups in the media center.
13. Participates in in-service training programs as directed.
14. Performs other duties assigned by the principal or teacher.
15. Reports to work daily and on time.
16. Establishes rapport with the students.
17. Adheres to established Board of Education Policy.

## **MENTAL DEMANDS**

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This position may require temperamental suitability in the following areas:

1. Adaptability to dealing with people beyond giving and receiving instructions.
2. Adaptability to making of generalizations, evaluations, or decisions based on sensory or judgmental criteria.
3. Adaptability to performance of a variety of duties without loss of efficiency or composure.
4. Adaptability to accept responsibility for directions, control, or planning of an activity.

## **PHYSICAL DEMANDS**

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This position may require physical ability to carry out the following activities:

1. Gaining access to all areas of a school instructional site.
2. Communicating with others (talking, hearing, keyboarding, handwriting).
3. Observing instructional activities (seeing, listening to oral interpretation).
4. Lifting and carrying objects weighing up to fifty (50) pounds and physically restrain individuals.
5. Reaching all areas of the school building and grounds quickly in case of an emergency.

## **WORK ENVIRONMENT**

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Normal working environment