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**Name of Employee (Please Print)**

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**Last 4 Digits of SSN**

Pitt County Schools Job Description  
**Exceptional Childrens Teacher Assistant/Bus Driver**

**Report To:** Principal and Teacher/Bus Supervisor

**Term of Employment:** 10 Months

**Supervises:** No one

**Performance Evaluation:** Performance to be evaluated annually by the school principal and the bus supervisor

**Education/Qualifications:** Associate's Degree or 2 years (min. 64 semester hrs.) of higher education  
Computer Skills  
Must be eligible for school bus driver's license (CDL).

**EC Teacher Assistant Responsibilities:**

1. Assist the teacher in implementing each child's Individual Education Program goals and objectives.
2. Assist in planning and preparing the learning environment, setting up centers, and preparing needed materials and supplies.
3. Assist students, as assigned by Principal, with personal care needs (feeding, toileting, etc.) and medical procedures for which trained.
4. Conduct learning exercises with small groups of students.
5. Guide students in developing positive relationships with peers and adults.
6. Assist with the supervision of students to ensure safety at all times.
7. Alert the teacher to special needs of individual students.
8. Collect and display suitable material for educational displays.
9. Develop materials and group lessons to meet instructional objectives determined by the teacher.
10. Correct students' work under the teacher's supervision.
11. Participate in discipline procedures and prescribe consequences for student behavior under teacher supervision.
12. Assist the teacher in devising special strategies for reinforcing behavior or academic skills.

EC-TA/Bus

13. Serve as the chief source of information and help to any substitute teacher assigned in the absence of the teacher.
14. Help with general housekeeping tasks and to maintain a neat and organized classroom.
15. Maintain confidentiality, especially regarding student information.
16. Follow appropriate communication lines to discuss concerns- i.e.- teacher, principal, EC Program Staff.
17. Adhere to all policies of school and district.
18. Maintain bus license and accept bus driver assignments as needed.
19. Perform other duties as assigned by the classroom teacher and the building administrators.

Your signature below indicates that you agree to perform each of the duties identified on this job description and understand that failure to perform any of the duties may lead to reprimand up to and including dismissal by the Pitt County Schools Board of Education.

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**Signature of Employee/Date**

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**Signature of PCS Personnel/Date**