

POSITION TITLE: Teacher Assistant	TERM OF EMPLOYMENT: 10 Months
DATE: 4/30/2019	DATE OF LAST REVISION: 12/16/2016
FLSA EXEMPTION STATUS: NON-EXEMPT	PAY GRADE: TA

JOB SUMMARY: A Teacher Assistant will provide support to the Teacher or instructional program within assigned classroom with responsibility for working with individual and/or small groups of students in various areas; as well as provide clerical support to teacher/s and staff. A Teacher Assistant job is to assist a teacher and reinforce the instruction taught in the classroom to students. This can include going over lessons with students individually, answering questions or grading assignments. A teacher assistant may be asked to supervise the students outside of the classroom on the playground, during bathroom breaks, at lunch time and on field trips.

ESSENTIAL JOB FUNCTIONS

1.	Contributes and supports the instructional plans and assists in preparing for the instructional activities with the classroom teacher
2.	Provides non-instructional support to classroom teacher in performing duties, such as but not limited to snack, lunch, bulletin boards, and other tasks as assigned.
3.	Supervises students to provide academic support and enforce school rules and discipline in settings including small group, whole group and one-on-one
4.	Effectively communicates in both oral and written forms to students, teachers, staff and administrators
5.	Serves as a positive role model for students in attitude, actions, speech and dress
6.	Administers in assistance to the classroom teacher, by way of example, in reading, storytelling, calendar and other appropriate activities
7.	Performs clerical duties to assist in the delivery or instructional materials as well as support the achievement of the classroom
8.	Provides assistance to individual children in need of special attention

DUTIES & RESPONSIBILITIES

	List most important duties first
1.	Guides student independent study, enrichment work, and remedial work assigned by the classroom teacher
2.	Observes student performance and assists students in correcting seat work as it is being done
3.	Escorts and supervises students to locations while transitioning throughout the school day
4.	Works with small groups of students to reinforce material initially introduced by the teacher
5.	Models good housekeeping skills and regard for the environment both inside and outside of classroom to students
6.	Effectively utilizes equipment, technology and/or tools to perform job tasks
7.	Assists small groups of students in the library, art class, computer lab etc
8.	Actively participates in school meetings and in-service activities as directed
9.	Establishes and maintains cooperative relationships with staff, administrators and parents
10.	Performs such other tasks and assumes responsibilities as may be assigned by the classroom teacher or school administrator

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Minimum Qualifications	Desirable Qualification
<ul style="list-style-type: none"> High school diploma or equivalent For positions funded by Title 1, EC and High Priority, the following is required: Associates Degree or 48 hours of college credit or verified HQ status from another source such as Workkeys Occupational Profile Assessment for Teacher Assistants 	<ul style="list-style-type: none"> Associate's degree or Bachelor's degree in education or a related field

KNOWLEDGE, SKILLS, AND ABILITIES

JOB KNOWLEDGE

- Demonstrates preparation and skill in working with students and/or co-workers from diverse cultural, economic and ability backgrounds.
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements were appropriate; stages of child development; and behavioral management strategies when job function related.
- Ability to constantly monitor the safety and well-being of students when job related, particularly when student is participating in an inclusive activity.
- Understand written sentences and paragraphs in work related documents.
- Possess skills and job knowledge to perform the essential functions of the job.

TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

- Perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions.
- Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.
- Understand written sentences and paragraphs in work related documents.

WORK COMPLEXITY/INDEPENDENT JUDGEMENT

- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods.
- Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.
- Must be adaptable to performing under stress and when confronted with emergency situations.

PROBLEM SOLVING

- Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate.
- Problem solving is required to analyze issues and create action plans.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

COMMUNICATION/INTERACTIONS

- Communicating effectively in writing as appropriate for the needs of the audience.
- Ability to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment.
- Talk to others to convey information effectively.
- Requires the ability to deal with people beyond giving and receiving instructions.

CUSTOMER RELATIONSHIPS

- Ability to reason, make judgments, and maintain effective working relationships with others.
- Ability to provide excellent customer service.
- Ability to build and maintain cooperative working relationships with all parents, students and school/department personnel within UCPS.

PHYSICAL REQUIREMENTS

WORK ENVIRONMENT:

Strength: Sedentary/Medium - Exert force 10-40 lbs., frequently; and up to 20 lbs., constantly; or a negligible amount of force to frequently lift, carry, push, pull or move objects.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Varies from classrooms to exposure to outside weather conditions with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise intensity levels ranging from moderate to loud for occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Additional Physical Requirement: EC Teachers Assistants

Lifting (G-W, W-S, S-A)	11-20lbs., 50 lb. max
Push/Pull	0-5 Lbs.
Bend/Squat/Stoop/Kneel –	15 minutes/hr. minimum
Sitting (Sedentary Work)	90 minutes max. per instance (will vary by based on elementary, middle and high school scheduling)
Standing/Walking	30-40 minutes/hour; Up to 4 hours continuous – Max; Note: Based on facility layout; use of stairs may be applicable
Arms above shoulders:	15 mins./hr. - max
Hands/Wrists:	Continuous; may vary based on activity

In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.