



## **Job Description – Teacher’s Assistant**

**Department:** Academic Services

**Job Status:** Full time

**FLSA Status:** Non-Exempt

**Reports To:** Principal

**Work Days:** 187/10 months

### **POSITION SUMMARY**

The Teacher Assistant under the general supervision of a certified teacher, assists the teacher in preparation, instruction, and management of the classroom activities to include attending to the physical needs of the students, and assists with the administrative requirements of the program.

### **KNOWLEDGE, SKILLS, ABILITIES:**

- Ability to work well with children to include those with disabilities
- Ability to follow verbal and written instructions
- Ability to communicate effectively
- Knowledge of general clerical skills and general office equipment

### **ESSENTIAL FUNCTIONS**

#### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Performs tasks under the general supervision of a certified teacher or teaching team.
- Provides assistance to the teacher in preparing and using instructional materials.
- Conducts drills and exercises with groups and individual students as directed by the teacher.
- Assists students with programmed or precise units of instruction.
- Assists in administration and scoring of measurement instruments and daily student work.
- Helps with record keeping, health routines, lunch room and playground activities.

- Attends to the physical needs of students when necessary and assists in the training of self-help skills.
- Attends appropriate in-service training sessions.
- Assists with loading and unloading of school buses, if necessary.
- Report to work in a timely manner according to assigned schedule
- Attend meetings, programs, and in service training as required
- Perform other related duties as assigned by the school management

## **POSITION QUALIFICATIONS:**

### **Competency Statement(s)**

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Loyal - The trait of feeling a duty to the employer.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

### **Education:** Minimum requirements:

High School Graduate or General Education Degree (GED) and 48 college semester hours or Paraprofessional certificate and also must have Educational Aide I, II or III certification.

**Experience:** Previous experience working with children preferred.

**PHYSICAL DEMANDS**

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, some travel within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions

**WORK ENVIRONMENT**

Controlled temperature office environment.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Job Code:

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.