

JOB DESCRIPTION

Cumberland County School District

TEACHER ASSISTANT

Purpose Statement

The job of Teacher Assistant was established for the purpose/s of assisting the instructional teacher with the educational process. Requires support in and out of the classroom. Teacher Assistant will perform a variety of duties often changing from one task to another of a different nature.

This job reports to Principal

Essential Functions

The work tasks will vary based on the grade level, individual needs and classroom management requirements of the supported teacher, but the Teacher Assistant should be familiar with all functions and should be prepared to carry them out. These functions should not be constructed as a complete listing of assignments that may be given to an employee, nor are such assignments restricted to those precisely listed.

- Provide direct support to classroom teachers or substitutes in accomplishing educational goals.
- Assists with attendance and lunch counts.
- Assists with student supervision in the classroom during moves top and room the classroom, the cafeteria, playground, emergency drills, during arrival/dismissal and on field trips.
- Under the supervision of the teacher, conducts one-on-one tutoring or small group instruction in various subject areas.
- Assists with the administering of tests and quizzes.
- Assists in grading of homework, tests, quizzes and the posting of grades to appropriate records.
- Responsible for duplicating educational materials by operating various photocopy machines and other duplicating machines. Collates, staples ad distributes duplicated materials.
- Responsible for the operation, care and cleaning of various educational equipment: Opaque projectors, overhead projector, VCR/DVD and audio equipment.
- Assists in the preparation of routine communications with parents.
- Assists, as required, with the administering of prescribed medication and the documentation of this task.
- Prepares orders for educational supplies and maintains inventory records.
- Assists students arriving and departing school by helping with personal items (coats, clothing, shoes, books, etc.)
- Assists younger students with bathroom duties.
- Assists with file establishment and maintenance per school policy and procedures.
- Prepare bulletin boards, displays and classroom decorations that support awareness and learning of students.
- Assists other support staff by performing limited maintenance, arrangement and cleaning of classroom.
- Provides assistance and supervision during lunchroom duties. Younger children will require assistance.
- Periodically provides support to library, school bookstores and offices by performing office type work: answering phones, filing, student check-in/out and supervision.
- Attends staff meetings and in-service training as required and approved.
- Educational assistants are assigned work tasks by the teacher they are supporting. The teacher advises of changes in procedures, tasks and is available for assistance as required.

- Educational assistants may also be assigned work tasks by the school principal when the classroom teacher is absent and a substitute teacher has overall responsibility of the classroom.
- Teachers assign work in terms of project/program objectives and basic priorities. Work is reviewed to determine that objectives are met. Routine work is performed independently following set procedures. Non-routine tasks are performed with the supervision level determined by the supported teacher.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective job functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE shall have an Associate of Arts Degree (transcript required), or two years of college (60 hours), or successfully pass the Para-Pro Test. Knowledge, experience, and understanding of child/adolescent growth development, student needs, and social/cultural changes. Must possess an awareness of art, color, numerical operations, safety, planning and organization. An awareness of school policy and procedure regarding student safety, accountability, support programs (Special Education, Title I, Resource program) and day-to-day school operations. Must be able to maintain confidentiality of information associated with position.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: flexibility; communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

Responsibility/Complexity

This position is involved with the direct support of classroom teachers in a public school system. Assistants may be required to support different grades, skill levels and subject matter during a typical days assignment. The position also requires one-on-one tutoring assistance and/or support of full classes. It also required out of classroom support such as typing, copying, assisting with supervision of students on field trips, during transit to and from classroom, cafeteria duties, assisting bus duty and coordination with parents and other staff.

Guidelines

The guidelines for accomplishing the requirements of this position will be operating procedures, traditional practices, lesson plans, operating manuals/instructions, local, State/Federal regulations, policies and laws. Much of the work is performed independently with minimum supervision and required judgment to accomplish non-routine tasks or meet student needs. **This is a 182-day work year position.**

Working Environment

The work is moderately sedentary, but some lifting of objects that may exceed 20 pounds with frequent lifting and/or carrying of objects that weigh 10 pounds or more. Other physical demands that may be required are pushing, pulling, climbing, and/or balancing stooping, kneeling, crouching, and/or crawling, reaching, handling and/or feeling, talking and/or hearing and seeing. Must display the ability to precisely coordinate hand, finger, and eye motion/movement. All positions require a physical exam to meet health and physical requirements, selected positions may necessitate inoculation. The work is preformed in classrooms, offices, lunchrooms, gymnasiums, outside on school grounds and various off-campus locations.

Experience Job related experience is required.

Education shall have an Associate of Arts Degree (transcript required), or two years of college (60 hours), or successfully pass the Para-Pro Test

Equivalency None Specified

Requirement

This is a non-certified position.

Continuing Educ. / Training

None Specified

FLSA Status

None Exempt

Certificates & Licenses

Possess and maintains a valid Tennessee Driver's License
CPR and First Aid Certification

Clearances

Criminal Justice Fingerprint/Background Clearance

Approval Date

Salary Grade