

Job Title: Classroom Teacher Assistant

- Qualifications:**
1. High School diploma or equivalent, post secondary education preferred.
Teacher assistants working in a program supported with Title I funds shall have:
 - *Completed at least 2 years of study at an institution Of higher education or*
 - *Obtained an associate's (or higher) degree or*
 - *Met a rigorous standard of quality through a formal State or local academic assessment.*
 2. Demonstrated aptitude for work to be performed.
 3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Teacher

Performance Responsibilities:

1. Perform tasks related to classroom activities.
2. Work with small groups of students to reinforce materials introduced by teacher.
3. Guide independent study, enrichment work, or remedial work set up by teacher.
4. Assist in preparation of instructional aides.
5. Assist with non-instructional classroom activities.
6. Assist with routine clerical duties.
7. Check notebooks, grade papers, and supervise testing.
8. Assist the teacher with supervision of students.
9. Be regular and punctual in attendance.
10. Maintain confidentiality of any school system related information.
11. Maintain proper and professional relationship with other employees.

Classroom Teacher Assistant (cont'd)

12. Perform duties in a manner that promotes good public relations.
13. Be familiar with and follow Board of Education policies.
14. Perform other reasonable office related duties as needed.

Terms of Employment: 9 months a year; salary to be determined by current salary
Schedule

Approved: November 16, 2004