Job Description

Job Title: Teacher Assistant

Reports to: Site Administrator
Department: School Improvement/School Operations
Compensation: Hourly Grade 3 if Highly Qualified by Test; Hourly Grade 6 if Highly Qualified By Education
Number of Days: 175 Days
Overtime Status: Non-Exempt
Date Job Revised: August 10, 2006

Position Summary: To assist the teacher in maintaining appropriate classroom activities and environment so that students may learn effectively.

Minimum Qualifications/Job Requirements:

Education:
- High School diploma or equivalent in required.
- At least 48 hours of approved college credit or an Associates Degree from an accredited school is required for those in a Title I school. This is preferred for those in non-Title schools.

Other:
- Must pass Highly Qualified if less than 48 hours of approved college
- Ability to work cooperatively and collaboratively with others
- Demonstrate self-discipline and initiative
- Follow federal, state and district guidelines.

Essential Job Functions:
- Participates in daily and long-range lesson and classroom activity planning.
- Conducts learning exercises with small groups of children.
- Guides children in working and playing harmoniously with other children.
- Alerts the teacher to special needs of individual children
- Provides escort and assistance to children as necessary.
- Listens to the students in recitation, reading, and other curriculum tasks, guiding and helping them but not teaching them.
- Helps maintain individual records for each child.
- Fosters good eating habits and table manners in children.
- Assists teacher in maintaining neat work and study areas.
- Assists with the supervision of children during regular play periods.
- Collects and displays suitable material for educational displays.
- Under the supervision of the teacher, works with small groups of students to reinforce material initially introduced by the teacher.
- Accompanies the student when trips to the office or school nurse are necessary.
- Enforces school board policies and regulations.
- Provides support instruction following the initial instruction by the lead teacher.
- Actively participate in full implementation of the TPS model for School Improvement.
- Inputs data and runs selected reports from developed software. The database includes students, teachers, and classes.
- Performs routine daily and weekly procedures needed to operate the TargetTeach system which include:
  - Entering test answer keys
  - Printing/scanning student answer sheets
  - Generating reports
- Maintains an orderly lab environment.
• Works cooperatively with teachers, administrators, Instructional Facilitator and consultants to ensure a smooth operation.
• Generates appropriate summary reports for program monitoring and evaluation.
• Assists in tasks as requested by teacher or principal.