

Hyde County Schools TEACHER ASSISTANT

NATURE OF WORK

Under general supervision, performs a variety of technical and clerical tasks in assisting a teacher. Employee may perform a wide range of tasks in order to support the efforts of the teacher, meet the needs of all students, and ensure the provision of quality instruction for all students. Employee provides one-on-one assistance with academics and behavioral problems and may lead small group activities. Employee assists lead teacher with general housekeeping and clerical duties.

DUTIES AND RESPONSIBILITIES

- Assists teacher with executing instruction and evaluating its effectiveness.
- Constantly monitors the safety and well-being of students; monitors student attitudes and encourages self esteem; assists students with becoming increasingly independent.
- Monitors student behavior and helps maintain discipline in the classroom; records time out and in class suspension; assists with crisis prevention; restrains students as needed.
- Assists students with learning; reinforces and clarifies instructions; conducts short sessions on improving study skills; provides one-on-one assistance as needed.
- Maintains standardized records and documentation concerning the progress of students.
- Performs general housekeeping duties in maintaining an orderly classroom; performs repair and maintenance tasks related to school equipment.
- Performs various clerical duties as needed, maintains records of student progress; develops and files incident reports; grades student papers and scores tests; checks daily attendance; makes copies; develops classroom display and instructional materials; maintains and operates audiovisual equipment; orders supplies; maintains class files, etc.
- Feeds students, when necessary; toilets students, if needed; and assists with any other tasks students are not able to perform for themselves.
- Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

- A minimum of 48 semester hours of college coursework.
- Must have or be able to attain CDL to drive a bus within 4 months of employment.

ESSENTIAL JOB FUNCTIONS

- Must be able to use a variety of equipment and classroom tools such as computers, copiers, typewriters, calculators, pencils, scissors, equipment for children with special needs, etc.
- Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
- Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions.
- Requires the ability to deal with people beyond giving and receiving instructions.

KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of activities performed by teacher.
- General knowledge of daily routines of the classroom.
- General knowledge of student handbook.
- General knowledge of procedures to follow in the event of an emergency.
- General knowledge of methods of adapting instruction, equipment and tools for children with special needs.
- General knowledge of the principles of organization and administration. Some knowledge of the curriculum for the grade.
- Ability to constantly monitor the safety and well-being of students, particularly when student is participating in an inclusive activity.
- Ability to motivate students.
- Ability to maintain a clean and orderly environment.
- Ability to perform general clerical duties. Ability to maintain order and discipline in a classroom.
- Ability to operate common office machines.
- Ability to maintain basic files and records.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

REPORTS TO: Teacher/Principal

FLSA STATUS: Non-Exempt

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.