

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Teacher Assistant - building based or program</b>
<b>Department:</b>	<b>School</b>
<b>Reports to:</b>	<b>Building Principal</b>
<b>Supervises:</b>	<b>N/A</b>

### Description of job:

#### SUMMARY OF RESPONSIBILITIES:

- Works as part of an educational team to assist the teacher in the achievement of learning, social-emotional, and behavioral objectives for all students especially those with disabilities by assisting teachers in the instruction and reinforcement of instruction on an individual, or small group basis.
- Provides supervision of students for non-academic activities

#### ESSENTIAL FUNCTIONS:

1. Works with individual students or with small groups of students to reinforce learning skills and concepts initially introduced by the teacher.
2. Physically able to restrain a student if necessary, using CPI interventions, techniques and standards
3. Assists the teacher in the classroom in the review of content material, in making up of missed tests, quizzes, or work under the supervision of the teacher
4. Assists teacher in the reinforcement of instruction of students with identified disabilities.
5. Provides data collection or other information to the educational team.
6. In accordance with the collective bargaining agreement, monitors and supervises students and/or continues lesson reviews during short-term (per NKESP contract) teacher absences.
7. Assists any substitute teacher assigned in the absence of the regular teacher to maintain classroom routine and lessons..
8. Maintains a high level of ethical behavior and maintains confidentiality of student, class, faculty-staff and school information.
9. Under direction of building principal, supervises students during recess, lunch periods, detention and/or during student arrival and dismissal.
10. Operates all office equipment as required.
11. Successfully completes required job-related training.
12. Assists the teacher in maintaining a safe and orderly learning environment. Takes appropriate action when behavior becomes disruptive, uncontrollable or harmful to the child or others.



## North Kingstown School Department

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting		X			
Standing			X		
Walking			X		
Bending		X			
Twisting		X			
Crawling	X				
Kneeling		X			
Squatting		X			
Climbing	X				
Reaching – Vertical		X			
Reaching – Horizontal			X		
Grasping			X		
Pinching			X		
Manual Dexterity			X		
Fine Dexterity			X		

**FREQUENCY KEY:** Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

### Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job the employee may occasionally lift and/or move up to 50 pounds with assistance as necessary.

### Education and/or Experience:

1. Minimum of Associates Degree in education related field.
2. Applicants with a high diploma or GED may be considered if no other qualified applicants apply and the applicant has completed a TA training program and passed the PARAPRO
3. Experience working with children or adolescents preferred.

### License/Certificate/Certification

CPI trained

### Technological and/or Technical Skills:

## North Kingstown School Department

Demonstrated proficiency in essential computer skills and applications ( eg: Microsoft Office, Google Platform, email, etc).

### Communication Skills:

Strong oral and written communications skills. Able to respond simultaneously to a variety of needs for students and staff while maintaining a high degree of sensitivity to individual needs and confidentiality.

### Planning Skills:

Ability to prioritize the needs and requests of students and teachers within the school setting and respond in a professional and efficient manner.

### Interpersonal and Problem solving skills:

Ability to interact with students, staff and members of the community in a respectful and positive manner. Ability to effectively handle issues utilizing a personable problem solving approach.

### Terms of Employment:

Per North Kingstown Educational Support Professionals Contract

### Evaluation:

Performance of this job will be evaluated in accordance with the North Kingstown Educational Support Professionals Contract.

**Date: 12/17**