

Casey-Westfield School District C-4 Job Description

JOB TITLE:	Teaching Assistant
DEPARTMENT:	Education
LOCATION:	School Building
REPORTS TO:	Building Principal
EVALUATION:	Evaluation will be conducted by the Classroom Teacher and Building Principal
EMPLOYMENT:	One hundred seventy-three (173) pupil attendance days, Opening institute day, plus eleven (11) holidays for a total of one hundred eighty-five (185) days. Hours determined by specific assignment.
VACATION:	None
APPROVED:	October 23, 2018

SUMMARY: Responsible for assisting in the planning, developing, implementing, coordinating, and evaluating of academic support services.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

- Assists instructional personnel with the development and presentation of learning materials and instructional exercises.
- Assists students individually or in small groups to reinforce and follow up learning activity.
- Maintains discipline as necessary to provide an orderly, productive classroom environment.
- Files, types or uses duplicating machine.
- Work with students in academic classes.
- Supervises students as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty 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.

EDUCATION and/or EXPERIENCE:

Meets NCLB Paraprofessional requirements.

CERTIFICATES, LICENSES, REGISTRATIONS:

Meets NCLB Paraprofessional requirements.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before people.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.