

## Hyde County Schools

# NC Pre-Kindergarten Teacher Assistant

### POSITION SUMMARY

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

### EMPLOYMENT TERM

- 10 months
- Full-time with benefits

**SALARY:** Pay Grade 56 on the North Carolina State Salary Schedule ([www.ncpublicschools.org](http://www.ncpublicschools.org))

### MINIMUM QUALIFICATIONS

All NCPK teacher assistants shall have a high school diploma or GED and shall hold, or be working toward, an Associate Degree in birth-through-kindergarten, child development, early childhood education, or an early childhood education related field or a Child Development Associate (CDA) credential. Teacher assistants working toward the minimum of an Associate Degree or CDA shall make progress by completing a minimum of six documented semester hours per year. The NCPK teacher assistant must meet the employment requirements outlined by the Every Student Succeeds Act (ESSA).

### GENERAL RESPONSIBILITIES

- Assists teacher with executing instruction and evaluating its effectiveness.
- Participates in daily and long-range lesson and activity planning.
- 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.
- 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.
- 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.
- Remains knowledgeable of current Pre-K issues by attending staff development and reading current literature/publications.
- Assists with screening process of students for possible Pre-K participation/enrollment.
- Accompanies and assists teacher on home visits.
- Performs other related work as required.

## **ESSENTIAL JOB FUNCTIONS**

- Must be able to use a variety of equipment and classroom tools such as computers, copiers, typewriters, calculators, pencils, scissors, and 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 the teacher.
- General knowledge of daily routines of the classroom.
- Must have a desire to nurture and work with young children.
- Must have an understanding of the confidential nature of working in an educational setting.
- General knowledge of student handbook.
- General knowledge of procedures to follow in the event of an emergency.
- General knowledge of the principles of organization and administration.
- Ability to constantly monitor the safety and well-being of students, particularly when a 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

**This Position Reports To:** Pre-Kindergarten Teacher and 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 perform this job.