

POSITION DESCRIPTION

Teacher Assistant

Revision Date: 05/10/16

Reports to:	Principal
Supervises:	NA

General Description of Duties (Knowledge, Skills and Abilities):

To provide assistance to the teacher and/or supervisor in achieving the objectives of the school/department and/or to assist students in meeting academic, social and personal goals.

Salary Level

Level 3 – Pursuant to Cherokee Central Schools Salary Schedule

Fair Labor Standards Act Status

Exempt

Qualifications/Experience

1. High School diploma or equivalent.
2. Must meet the provisions of the No Child Left Behind law. Teacher assistants serving in Title 1 schools, in an instructional capacity, must have an Associate's Degree or two years (48 semester hours) of study at an institute of higher education.
3. Demonstrated organizational and technical competencies.
4. Develop and reproduce instructional materials.
5. Ability to follow written and oral instruction.
6. Demonstrated positive interpersonal skills in dealing with children and adults.

Major Functions

1) Function: Instructional Process

- Assists in the instructional process by working with individual students, small groups or in learning labs or field trips as directed.
- Assists in the maintenance and utilization of software and hardware available in various student programs.
- Prepares instructional materials as assigned.
- Performs routine clerical and record keeping as directed.
- Assists in providing for the safety of students.
- Demonstrates a sympathetic understanding of individual students, their needs, interests, and abilities.
- Maintains a high level of ethical behavior and confidentiality concerning information about students and staff.
- Participates in training programs when appropriate.

2) Function: Substitute Teaching

- Will substitute in the school assigned in the absence of the teacher when and as assigned by administration.

3) Function: Other Responsibilities

- May be assigned to back up other assistants in areas such as ESS or clinic after appropriate training.
- Performs related work as required, (NOTE: The omission of specific statements of duties does not exclude the employee from the position if the work is similar, related, or a logical assignment to the position.)

4) Function: Physical Requirement

- The job will require sitting, standing, walking, lifting, speaking, and visual and hearing acuity.
- Ability to exert up to 50 pounds of force occasionally and/or 10 pounds of force as frequently as needed to move objects.
- Shall be required to reach with hands and arms, and use hands and fingers to handle objects and operate tools, computers and/or controls.

Appearance/ Disclaimers:

All staff are expected to dress in a professional manner, in accordance with the personnel policy, at all times when on duty. This Position Description is not a binding contract. Management, with approval of the School Board, has the right to alter this position description without notice.