

**SURRY COUNTY PUBLIC SCHOOLS  
TEACHER ASSISTANT  
JOB DESCRIPTION**

Job Title: Teacher Assistant  
Salary Index: .45  
Reports To: Classroom Teacher  
FLSA Status: Non-Exempt

**SUMMARY**

Performs any combination of following instructional tasks in classroom to assist teaching staff of the elementary or secondary school by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Discusses assigned teaching responsibilities with classroom teacher to coordinate instructional efforts.
- Prepares lesson outline and plan in assigned area and submits outline to teacher for review.
- Follows teacher's outline with suggestions for reinforcement and remediation. Presents subject matter to students, utilizing variety of methods and techniques such as reading, lecture, discussion, and supervised role playing.
- Administers and grades examinations (use of teacher key)
- Types exams prepared by the teacher.
- Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts.
- Maintains classroom files.
- Substitutes as the classroom teacher when the teacher is absent or away from the room (when necessary).
- Monitors lunchroom, hallways, and play areas.
- Escorts students to other areas upon the request of the classroom teacher.
- Uses copy machines, laminating machines, computers, typewriter, A-V equipment, etc.
- Assists with classroom clean-up routines.
- Performs clerical duties such as collecting money, checking attendance, cataloging materials, etc.
- Attends PT A meetings and job-related workshops.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **QUALIFICATIONS**

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**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

## **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.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentage.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

## **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, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

## **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.