

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 PTA 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

Graduation from high school, plus one year of progressively more responsible experience working with students **and** completion of an associate's degree OR two years of college (48 credit hours) **OR** demonstration through a state or local academic assessment (ParaPro Assessment) knowledge of, and the ability to assist with, reading, writing, and mathematics (or reading, writing, and mathematics readiness)

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 instructional furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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.