



## Job Descriptions - Human Resources Department

|                    |                   |             |                     |
|--------------------|-------------------|-------------|---------------------|
| Position:          | Teacher Assistant |             |                     |
| Department/Campus: | Campus            | Reports to: | Dean of Academics   |
| FLSA Status:       | Nonexempt         | Pay Grade:  | PG 1040             |
| Job Type           | Full Time         | Work Hours  | Normal School hours |

### JOB GOAL

Under direct supervision, performs duties that are instructional in nature or may deliver direct services to students or parents. Serves in a position for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services. Assists with test administration. May provide specialized assistance for students with special needs.

### POSITION QUALIFICATIONS:

- o High School Diploma or G.E.D.
- o Minimum of 48 college hours is preferred.
- o Experience working with children is preferred.
- o Texas Educational Aide Certification is preferred or the ability to acquire it.

### DUTIES AND RESPONSIBILITIES:

- o Assists teacher(s) with student academic goals, by working with small groups of children or an individual child.
- o Assists teacher(s) in the enforcement of classroom management and behavioral plans, creating an environment that is appropriate for learning.
- o Assists with supervising students during breakfast, recess, lunch, dismissal, special events, and programs.
- o Assists teacher(s) in the preparation of paperwork for the ARD/IEP process. Collects and enters data for completion of special education reports and documents.
- o Assists teacher(s) with the planning, preparation and implementation of differentiated instruction for individual students and groups.
- o Performs other duties as assigned.

### SKILLS AND ABILITIES:

- o Ability to communicate effectively in both written and oral forms with all levels of management, both internal and external to the district.
- o Ability to establish and maintain effective working relationships both internal and external to the district.
- o Ability to organize special programs for assigned campus.
- o Ability to use computer including software, database used by the district, spreadsheet and word processing software, calculator, copy machine and telephone.
- o Ability to analyze data
- o Ability to use effective interview techniques, effective public speaking skills, and problem-solving skills

### WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

- o Light Work: may require occasional light lifting.
- o Nights and weekend activities will be occasionally required.
- o Position is in classroom setting and requires intermittent speaking, standing, walking and writing.
- o Moderate travel is required.