



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Teacher Assistant
SCHOOL/DEPARTMENT	Assigned school/classroom(s)
SALARY	Salary Grade 56 plus supplement
FLSA STATUS	Non Exempt
REPORTS TO	Assigned Teacher/Principal
SUPERVISES	None
WORK WEEK SCHEDULE	Monday – Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	10

POSITION PURPOSE:

The Teacher Assistant performs a variety of technical and clerical tasks in assisting a teacher. The Teacher Assistant may be requested to perform a wide range of tasks in order to support the efforts of the lead teacher, meet the needs of all students, assist with providing a secure testing environment as assigned, and ensure the provision of quality instruction for all students. In addition, the Teacher Assistant provides one-on-one assistance with academics and behavioral problems, may lead small group activities, and may be assigned to EC classes to provide appropriate assistance. The Teacher Assistant also assists the lead teacher with general housekeeping and clerical duties as needed. All duties listed under “Essential Duties” are at the request of, or under the direction of, the teacher to whom the Teacher Assistant is assigned.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to constantly monitor the safety and well-being of students, particularly when 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 serve as a testing proctor as requested
- Ability to maintain basic files and records
- Ability to understand and follow oral and written instructions
- Ability to speak English clearly in order to be understood by students
- Ability to exhibit empathy and patience especially with younger children and children with special needs
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

EDUCATION, TRAINING, AND EXPERIENCE

- High School Diploma
- Minimum of 48 hours of college level coursework with a GPA of 2.0 or higher
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Two (2) to five (5) years serving as a classroom teacher assistant
- Training in dealing with students with special needs
- Spanish Speaking

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist teacher(s) with executing instruction and evaluating its effectiveness
2. Constantly monitor the safety and well-being of students
3. Monitor student attitudes and encourage self-esteem
4. Assist students with becoming increasingly independent
5. Monitor student behavior and helps maintain discipline in the classroom
6. Record time out and in class suspension
7. Assist with crisis prevention; restrain students appropriately and as trained, as needed
8. Assist students with learning; reinforce and clarify instructions as permitted
9. Conduct short sessions on improving study skills
10. Provides one-on-one assistance as needed
11. Maintain standardized records and documentation concerning the progress of students
12. Perform general housekeeping duties associated with maintaining an orderly classroom
13. Perform minor repair and maintenance tasks related to school equipment
14. Perform various clerical duties as needed
15. Maintain records of student progress as instructed by the teacher

16. Develop and file incident reports
17. Assist teacher with grading student papers and scoring tests as requested
18. Serve as a test proctor as directed
19. Check daily attendance
20. Develop classroom display and instructional materials
21. Maintain and operate audiovisual equipment
22. Feed students, when necessary; toilet students, if needed; and assist with any other tasks students are not able to perform for themselves
23. Participates in staff development workshops and staff meetings as required
24. Perform other duties as assigned by the Teacher and/or the Principal or Principal's Designee

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force. May be required to assist students including lifting, holding, restraining, guiding, leading by hand, etc.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*