



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

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

POSITION PURPOSE:

The Pre-K Teacher Assistant performs a wide range and variety of technical and clerical tasks in assisting the teacher. These duties include tasks that support the efforts of the teacher in meeting the needs of all students. Examples of duties of a Pre-K Teacher Assistant may include but are not limited to: providing assistance to the teacher with quality instruction for all students, providing one-on-one assistance in regards to classroom management, leading small group activities, assisting exception children students in the Pre-K classroom, and assisting the 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 Pre-K Teacher Assistant is assigned.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of effective methods of dealing with children.
- Working knowledge of the core subjects at the grade level or chronically age to which employment assignment is given.

- General knowledge of the school organization and community.
- General knowledge of expected behavior of children based on their chronological age.
- Ability to comprehend the purpose of teacher designed strategies as a fulfillment of the instructional objectives.
- Ability to discern significant student behaviors and refer this to the supervisor.
- Ability to impart information to the child's level of comprehension.
- Ability to apply impartially and consistently proper methods of recognition, reward, and punishment.
- Ability to solve independently most minor problems.
- Ability to follow minimally detailed written and oral instructions without constant supervision.
- Ability to record and store data accurately.
- Ability to maintain confidentiality of student information.

EDUCATION, TRAINING, AND EXPERIENCE

- Associate Degree in Early Childhood or Credentials I and II
- 6 hours of college or university credit in Early Childhood or two years of supervised experience in a licensed child care facility.
- 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 Pre-K Teacher Assistant in a licensed childcare facility.
- Training in assisting students with special needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist the teacher with planning, organizing, and implementing duties and activities related to instruction.
2. Cooperates in developing procedures for the classroom.
3. Assists the teacher in the preparation of instructional materials.
4. Maintains awareness of goals and objectives of the supervising teacher.
5. Maintains specified classroom files, records, and money collection in accordance with applicable rules, laws, and regulations.
6. Performs clerical duties as assigned.
7. Demonstrates a knowledge and technical skill of operating and using equipment such as computer, Smart Board, copier, etc.
8. Exhibits positive behavior toward children, parents, staff, and administrators.
9. Works to communicate the needs of the school and children to parents and the community in a positive manner.
10. Is involved and works to facilitate accomplishments of the total school program.
11. Assists students with understanding, interpreting, adhering to laws, rules, and regulations.

12. Carries out supervisory duties in a prompt and responsible manner to ensure a safe and healthful environment.
13. Shares the responsibility for classroom and school cleanliness and neatness.
14. Obtains in-service and yearly training requirements.
15. Has a working knowledge of North Carolina Child Care rules and regulations.
16. Attends Professional Development Training.
17. Other duties as assigned by the teacher and other supervisory staff.

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. May also required changing non-toilet trained students and assisting with other unique medical needs of students.
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.*