



Job Title:	Teacher Assistant	Job Category:	Classified
Department/Group:	Teaching & Learning	Term of Contract:	9 months
Location:	Home School	Travel Required:	No
Level/Salary Range:	See CCBOE Salary Schedule	Position Type:	Full Time

Reports to:	School Principal
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Job Description: To assist school personnel in providing an appropriate educational program.
<p>Responsibilities</p> <ul style="list-style-type: none"> ● Report for duty at least 15 minutes before the opening of school and remain at least 10 minutes after close of school. ● Plan regularly with the assigned teacher. ● Work with small groups of students to reinforce materials introduced by the teacher. ● Guide independent study, enrichment work, or remedial work set up by the teacher. ● Assist the teacher in student testing activities as assigned. ● Keep charts and records of student performances and accomplishments as assigned. ● Assist the teacher in preparing materials necessary for a positive learning environment. ● Perform clerical tasks including inventory, filing, and typing, operate audio-visual equipment, and care for equipment and materials. ● Assist teachers with basic physical needs of students. ● Take all the necessary precautions to provide for the safety and welfare of students. ● Attend and participate in individual, school, and system professional development activities. ● Be regular and punctual in attendance. ● Maintain a cooperative working relationship with school staff, parents, and community. ● Promote good public relations for the school system with the general public. ● Maintain the confidentiality of all school-related business. ● Be familiar with and follow Board of Education policies. ● Perform other reasonable duties during school necessary to the safe and effective operation of the school when assigned by the principal.



Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Possess physical and emotional ability to lift up to 50 pounds, to move about as required to perform tasks associated with job requirements. This job is performed in a generally clean and healthy environment.

Qualifications/Education/Certifications

1. High school graduate or equivalent
2. Must meet highly qualified status by taking and passing the three parts of the WorkKeys Assessment (Applied Math, Work Place Documents, and Business Writing), OR have at least 2 years (48 credits or 60 quarters) from an accredited college OR an Associate's Degree documented on an official transcript.
3. Demonstrated aptitude for work to be performed.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Board Approved: April 16, 2024