

Hotevilla Bacavi Community School

POSITION DESCRIPTION

Approved: March 13, 2026



TITLE: Teacher Assistant	EMPLOYMENT: 10 Months
CLASSIFICATION: Non-Exempt	CATEGORY: Support

GENERAL STATEMENT OF RESPONSIBILITIES: Performs duties that are instructional in nature and deliver direct service to students. Serve in a position for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services. Assist to implement learning experiences that advance the intellectual, emotional, social, and physical development of student within a safe, healthy learning environment.

I. QUALIFICATIONS:

1. Must have Associate of Arts Degree or 60 or more semester hours of college credit
2. Ability to communicate ideas and directive in clear and effectively both orally and in writing
3. Must have knowledge of computers, running of Accelerated Reading Program
4. Knowledge of Hopi Culture/Language preferred
5. Must have valid Arizona Driver License
6. Must pass criminal background checks by state, federal, and Hopi Tribe
7. As a minimum qualification, applicant's background checks must demonstrate successful, positive,
8. multi-year employment and performance of duties at each of applicant's last 5 years of employment
9. Must have or obtain CPR and First Aid certification
10. Must have or obtain Food Handler's certification by September 1st of current school year

II. DUTIES AND RESPONSIBILITIES:

1. Discuss assigned duties with classroom teachers ~~in order to~~ coordinate instructional efforts.
2. Designs and co-plans support lessons for assigned students ensuring lesson is coordinated with core instruction;
3. Assists the teacher by using instructional strategies (Differentiated Instruction & Sheltered English Instruction) that address the needs of diverse learners – special needs and ELLs;
4. Collaborates and consults with the teacher to select and use assessment methods to clarify the student's learning targets, data to be collected and criteria that demonstrates student has mastered learning target, especially for Special Needs and ELL students;
5. Assist teacher with the responsibility of implanting the school's standards based instructional program and in the use of teaching methods and strategies which consider the needs, interest, abilities and maturity levels of the students, especially the Special Needs and ELLs;
6. Be responsible for providing assistance to the teacher in improving student achievement; teacher assignment may include: reading to students, listening to students read, providing one-to-one instruction, directing small-group work, reading a story to small groups of special needs students or physically assisting students do their work, assisting students with personal needs/care, motivating children with emotional needs and model for positive behaviors, assisting students with classroom projects, etc.;
7. Assist the teacher by implementing the standard based curriculum; has working knowledge and familiarity with the Arizona State standards and the alignment to the instruction and assessment components;
8. Utilize appropriate language, interactions, and positive discipline

9. Present subject matter to students under the direction and guidance of teachers, direct assistance, discussions or supervised role-playing methods
10. Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums or field trips
11. Enforce school policies and rules governing students
12. Observe students' performance and record relevant data to assess progress
13. Organize and supervise games and other recreational activities to promote physical, mental, and social development
14. Uses computers, audiovisual aids, and other equipment and materials to supplement presentation
15. Maintain computers in classrooms and laboratories and assist students with hardware and software use
16. Attend staff meetings, and serve on committee as required
17. Assist in bus loading and unloading
18. Engage in continuing education and professional development activities such as trainings, workshops, and classes to meet required qualifications
19. Help to maintain a clean and organized learning environment
20. Promoting test preparation through the instruction of technology skills included in adopted assessments including BIE summative assessments.
21. Will make collaborative efforts to assist in reaching school improvement goals.
22. Will be in daily attendance of 90% or better on a monthly basis.

III. OTHER REQUIRED RESPONSIBILITIES

1. Attend staff meetings and all required school in-service program activities.
2. Be responsible for own involvement as contributing member involving group decisions and the development of a positive, cooperative building environment.
3. Be responsible for following accountability procedures; know and observe Board policies and regulations.
4. Account for school and school property, as required.
5. Provide Quality Customer Service.
6. In the event of absence, contacts his/her immediate supervisor within the specific time ensure coverage of duty area.
7. Performs other duties as assigned by supervisor.

IV. SUPERVISION RECEIVED BY: Principal

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Hotevilla Bacavi Community School Board functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations, or school policies.

REVIEWED BY: _____ DATE: _____
Employee

APPROVED BY: _____ DATE: _____
Immediate Supervisor

APPROVED BY: _____ DATE: _____
Governing School Board