

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Teacher Assistant
Pay Table:	Support
Pay Grade:	3
FLSA Status:	Non-Exempt
Job Code:	846
Reports to:	Teacher, Principal and/or other supervisor

JOB SUMMARY

Under the supervision of the Teacher, Principal, or other supervisor, the Teacher Assistant assists the teacher with the conduct of a class. The assistance takes a variety of forms, such as presenting lessons, preparing class materials, correcting and recording assignments, and a wide variety of other services.

ESSENTIAL JOB FUNCTIONS

- Assists the teacher in the classroom; assumes teaching responsibilities when the teacher is absent or out of the classroom.
- Assists with the preparation and implementation of lesson plans and Individualized Educational Plans (IEPs); assists teacher with testing.
- Teaches reading, spelling, math, etc. to individuals on a one-on-one basis, or to class, as assigned by the teacher.
- Teaches social skills (i.e., problem-solving, decision-making and coping skills), personal hygiene, and health and safety awareness).
- Provides individualized help for students with special needs. Assists in mainstreaming special-needs children.
- Collects and returns homework. Corrects student assignments, quizzes and tests. Records scores; calculates percentages for grades.
- Sets-up and cleans-up supplies and equipment for student labs and/or other activities.
- Creates bulletin boards and other visual aids for the classroom.
- Prepares visual aids and other materials for teachers.
- Duplicates, punches, and staples worksheets, tests, and other assignments.
- Develops and types handouts, assignments and learning packets. Files, organizes papers, videos.
- Organizes and maintains workrooms.
- Assists students board the bus.
- Takes roll and lunch count.
- Types correspondence.

- Plans, purchases supplies, prepares and cleans-up snacks and lunches.

MINIMUM REQUIREMENTS

- High school graduation or equivalent education and/or experience.
- Experience working with children preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Interpersonal and communication skills
- Secretarial/clerical skills, including ability to operate a computer may be required.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.