

**SECTION                      SERVICE PERSONNEL**

**AREA                              ASSISTANTS**

**TITLE                             Teacher Assistant**

**QUALIFICATIONS:**

1.        Good typing and clerical skills.
2.        Prior library experience desirable.
3.        Such and alternative or additional qualifications which demonstrate the following characteristics: enjoys working with young people, tact, cooperativeness, high moral standards, attention to detail, neatness and accuracy.

**REPORTING RESPONSIBILITY:**

The Teacher Assistant is directly responsible to the building principal or designee.

**JOB GOAL:**

The Teacher Assistant relieves the classroom and/or special area teacher of many routine and time consuming, yet necessary, tasks; thus providing the teacher with more time to spend with pupils. The Teacher Assistant may assume NO INSTRUCTIONAL responsibilities, and may not grade student papers or enter grades.

**TERMS OF EMPLOYMENT:**

Terms of employment consistent with the agreement negotiated with the applicable bargaining unit.

**PERSONAL EVALUATION:**

The Teacher Assistant shall be evaluated in writing by the building principal or designee at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description. See Policy 4022, Evaluation of Staff.

**PERFORMANCE RESPONSIBILITIES:**

1.        Types and duplicates mass communications and teaching materials.
2.        Distributes and collects specific materials for preparation for lessons.
3.        Types teacher correspondence to parents/guardians.
4.        Files correspondence and other reports in cumulative reports.
5.        Answers telephone in office, if necessary, and acquires a general awareness of school office routines and procedures.

6. Assists in arranging bulletin board displays for teaching purposes.
7. Occasionally assists in preparing work areas for teachers of special subjects and in helping students and teachers clean up.
8. Assists with audio-visual aids materials.
9. Assists with classroom projects.
10. Operates a variety of office machines.
11. Performs other duties and responsibilities incidental to the position or as assigned by the building principal or designee.

Position Description approved: 2/27/90