



Richmond County Schools
Dr. Joe Ferrell, Superintendent
118 Vance Street, Hamlet, North Carolina 28345
Phone: 910-582-5860

POSITION: **CLASSROOM CARE ASSISTANT**

REPORTS TO: Principal

JOB DESCRIPTION:

Under general supervision, the Classroom Care Assistant supports the instructional and behavioral needs of students, particularly those with individualized Education Programs (IEPs). This role involves working closely with one or more students to provide academic, physical, and behavioral support, ensuring a safe and inclusive learning environment. The assistant collaborates with teachers to reinforce instruction, manage classroom behavior, and promote student independence.

QUALIFICATIONS:

- High school diploma or equivalent
- Experience working with children and/or individuals with disabilities

ESSENTIAL JOB FUNCTIONS:

- Always monitor student safety and well-being
- Support students in meeting IEP goals through individualized assistance
- Reinforce teacher instructions and provide academic support in small groups or one-on-one
- Assist with behavior management and implement strategies to support positive behavior
- Collect and maintain data on student progress and behavior
- Provide physical support, including toileting, feeding, and mobility assistance as needed

- Encourage student independence and self-esteem through positive reinforcement
- Assist in crisis prevention and intervention when necessary
- Perform clerical tasks such as grading, attendance tracking, and filing
- Prepare instructional materials and maintain classroom displays
- Operate and maintain classroom equipment, including audiovisual tools
- Maintain cleanliness and order in the classroom environment
- Communicate effectively with teachers, staff, and students to support learning goals

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; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

Employment will require extensive background check.