



Richmond County Schools

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

POSITION:

EC TEACHER ASSISTANT

REPORTS TO:

Principal

JOB DESCRIPTION:

The EC Teacher Assistant supports the instructional and physical needs of students with disabilities in a classroom setting. Under the supervision of a certified teacher, the assistant helps implement Individualized Education Plans (IEPs), provides personal care, and ensures a safe, respectful, and inclusive learning environment. This role requires compassion, adaptability, and a commitment to student growth and well-being.

QUALIFICATIONS:

- Minimum of 48 credit hours from an accredited higher education institution (required)
- Current school bus license or willingness to complete the RCS bus driver class within 45 days of employment
- Basic computer proficiency to assist with classroom technology and student learning

ESSENTIAL JOB FUNCTIONS:

- Understand and follow the established laws, rules and regulations of Richmond County Schools as outlined in the Employee Handbook
- Serve as a role model to students and colleagues in actions, words, attire, and commitment
- Treat students and colleagues with dignity and respect at all times
- Maintain confidentiality of all student information

- Interact with students in an appropriate manner that demonstrates an appropriate understanding of each student's individual needs, abilities, and disabilities
- Carry out all physical care routines for students as indicated on their Health Plans and/or Individual
- Education Plans (IEPs), including, but not limited to, personal hygiene and administration of medication
- Collect and record student data
- Be physically capable of standing, walking, kneeling, and reaching
- Provide individualized and group instruction based on teacher plans
- Create and maintain classroom materials
- Demonstrate a basic level of computer proficiency needed to assist classroom teacher and students
- Set up and use assistive technology and augmentative communication devices to assist students with school related activities
- Assist students with daily living skills (i.e., toileting, feeding, cleanliness, etc.)
- Provide close student supervision in all school settings
- Maintain student safety in all school settings and activities
- Possess manual skills for general housekeeping in classroom
- Assist in the organization and implementation of all school related activities
- Perform routine duties as required by teacher and/or administrator(s)
- Other duties and responsibilities as 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; 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.