

Pre-K Teacher Assistant
New Hanover County Schools

Job Description

Class: **Classified**
Division: **School**

TITLE: **Pre-K Teacher Assistant**

QUALIFICATIONS: 1. A completed Child Development Associate Credential or currently enrolled in an Associate Degree in Early Childhood Education/Related Fields as listed below is required. Teacher assistants working towards the associate degree shall make progress by completing a minimum of six semester hours per year.

Related Fields: Birth-through-kindergarten, Child Development, Child and Family Development, Elementary Education, Psychology, Sociology, Child and Family Studies, Human Development and Family Studies, Human Growth and Development, Human Growth and Family Studies.

2. Such alternatives to the above qualifications as the Board of Education may find appropriate.

REPORTS TO: Teacher and School Administrator

JOB GOAL: To assist the teacher by monitoring and assisting students in the classroom and/or at lunch and during other activities to ensure the provision of quality instruction in a safe environment.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school issues
2. Work with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher. Participate in floor activities.
3. Assist the teacher in devising special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests, and abilities. Assist with home visits.
4. Operate and care for equipment used in the classrooms for instructional purposes. Help students master equipment used in the classroom.
5. Constantly monitor the safety and well-being of students; monitor student attitudes and encourage self-esteem. Alert the teacher to any problem or special information about an individual student.
6. Assist with the supervision of students during emergency drills, assemblies, play periods, and field trips; monitor students during lunch, recess, specials, hygiene routines and snack time; if applicable serve as bus monitor.

7. Perform various clerical duties as needed, maintain records of student progress; develop and file incident reports; check daily attendance.
8. Utilize all safety equipment and procedures in daily operation of the classroom including, ending time and lunch break will vary depending upon location of employment.
9. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of teachers.
10. Strive to maintain and improve professional competence. Participate in development and support of the broad school vision.
11. Serve as the chief source of information and help any substitute teacher assigned in absence of the regular teacher.
12. Perform related duties and responsibilities as requested by the teacher and/or principal.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Ten-month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Exempt Grade 57

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to maintain confidentiality of student information.
- Ability to follow detailed written and oral instructions.
- Working knowledge of effective methods of dealing with children.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, students, and parents while complying with the confidentiality requirements in local, state, and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.