

Job Title: **Teacher Assistant – Secondary**



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 10

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to provide staff support in an educational environment assisting teachers and/or students at the secondary level.

ESSENTIAL JOB FUNCTIONS

- Assists in the supervision of learning activities, circulating within the classroom and providing assistance and learning support to secondary students.
- Provides instruction to students as prescribed by the supervising teacher and reinforces skills introduced by the teacher.
- Assists teachers in checking and objectively evaluating students' work; works with students individually and in small groups reinforcing skills based upon instructional guidelines; may utilize games, stories, or other manipulatives to enhance students' learning skills.
- Assists in managing student behavior and maintaining classroom order; reinforces rules of the school and classroom; escorts students to time out and/or principal's office.
- Escorts, supervises, and/or provides assistance to students during breakfast, lunch, restroom visits, and other activities.
- Assists in the preparation of lesson plans and teachers' preplanning sessions; provides input and assistance in the development of classroom activities and learning tools.
- Assists in the diagnosing of math and communication skills; monitors students progressive learning skills; makes teacher aware of students' learning deficiencies; documents record of learning activities and diagnosis.
- Prepares or assists in the preparation of instructional materials.
- Coordinates with media center staff for classroom learning resources; sets up equipment in classroom for teacher's instructional studies.
- Assists in preparing classroom bulletin boards, classroom decorations, displays of student activities, etc.

- Prepares instructional reports and completes required forms, schedules, and other data as required; performs a variety of clerical tasks such as typing, copying, stapling, filing, assembling and locating materials, laminating, etc.
- Maintains accurate and complete records of a variety of student information which may require the use of a computer terminal to enter student scores and other student data.
- May be assigned monitoring duties, i.e., hallways, lunchroom, restrooms, and bus duty; ensures appropriate student conduct during these periods; escorts students to designated activity areas, i.e., music room, computer room, art classes, assemblies, etc.
- May be assigned to various labs providing assistance to teachers and instruction/information to students.
- May assist ESE (Exceptional Student Education) students in understanding instructional guidelines/lessons and by providing tutorial and other support services.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma, GED, or equivalent. Must meet state and local requirements for employment.
- One (1) year of experience related to education and training activities in an organized learning environment.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to use standard office machines and classroom equipment.
- Requires the ability to display knowledge of basic remedial teaching methods and techniques.
- Requires the ability to display knowledge of classroom methods and procedures.
- Requires the ability to display knowledge of techniques for dealing with aggressive students.
- Requires the ability to display knowledge of child growth and development and developmentally appropriate practices.
- Requires the ability to display knowledge of basic behavior management principles.
- Requires the ability to display knowledge of basic CPR methods and standard first aid.
- Requires the ability to display knowledge of universal health precautions.
- Requires the ability to display knowledge of record keeping principles and practices.
- Requires the ability to display knowledge of the use of specified computer applications involving word processing, data entry, and standard report generation.
- Requires the ability to display knowledge of techniques for securing cooperation of students and arousing interest in learning activities.
- Requires the ability to use routine word processing software and familiarity with basic computer operations.
- Requires the ability to assist students in remediation studies.
- Requires the ability to obtain effective requisite skills from students.
- Requires the ability to motivate students' interest in learning activities.
- Requires the ability to encourage students to acquire requisite skills.
- Requires the ability to use initiative and judgement during both indoor and outdoor activities to ensure the safety of the students.

- Requires the ability to recognize symptoms of abuse and documenting and reporting observations.
- Requires the ability to establish and maintain effective working relationships.

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is regularly required to work in a typical classroom setting, use standard office and classroom materials, stand and walk, use hands to finger, handle, or feel, lift with hands and arms, stoop, kneel, or crouch, change positions often from standing to sitting on floor or ground, move quickly to participate in recreational activities or intervene in safety related situations, lift and/or move up to 50 pounds, read printed materials and a computer screen, and communicate in person or over the telephone.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: