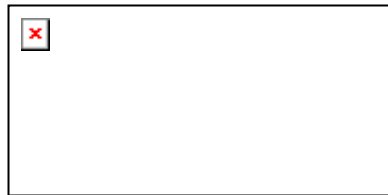


**Board Action:** ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: \_\_\_\_\_



## Browning Public Schools JOB DESCRIPTION

Effective: January 22, 2015



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### Teacher Assistant

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#### Summary of Functions

Assists the teacher in achieving teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.

#### Essential Duties and Responsibilities

- 1) Instructional Support - Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher. Distributes and collects workbooks, papers, and other materials for instruction. Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher. Assists students in the library or media center.
- 2) Non-instructional Support – Performs clerical and other supportive tasks for the teacher that are primarily non-instructional in nature.
- 3) Classroom Environment – Prepares and maintains the physical environment of the classroom. Keeps bulletin board and other classroom learning displays up-to-date.
- 4) Equipment – Operates and cares for equipment used in the classroom for instructional purposes.
- 5) Professionalism – Establishes and maintains good working relationships with supervisor, staff, students and public. Carries out duties and responsibilities in a professional manner.
- 6) Public Relations – Presents a positive image of the school and conveys genuine concern in assisting the public, staff and students with their needs.
- 7) Student Conduct – Encourages students to set and maintain standards of classroom behavior.
- 8) Student Monitoring - Alerts the teacher to any problem or special information about an individual student.
- 9) Student Supervision – Supervises students in the lunchroom, during recess, emergency drills, assemblies, field trips, etc. Monitors the hallways and bathrooms.
- 10) Training – Participates in in-service training programs, as assigned. Must complete First Aid/CPR training at first date offered by district following hiring.

- 11) Confidentiality – Maintains safeguards over confidential, protected, privileged, or sensitive information, verbal and written, including student information and records, to prevent unauthorized disclosures.
- 12) Other – Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or designate.

### **Organizational Relationships**

Supervised by and reports to the building administrator or designee.

### **Qualifications**

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- ☐ Two-year AA degree or equivalent college credits
- ☐ Ability to communicate effectively with students, staff and parents
- ☐ Genuine interest in teaching students
- ☐ Ability to work under conditions of constant interruption
- ☐ Ability to establish and maintain positive relationships with others as part of a team
- ☐ Physical ability to sit for a portion of the time; walk and stand for extended periods; and to exert 10 to 20 pounds of force frequently to lift, carry, push, pull or otherwise move objects
- ☐ Good work habits

**Desirable Qualifications** – Previous knowledge and background in working with students and educational techniques. Experience in working in Native American communities. Clerical. Technology skills.

**Work Environment** – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.