

NEW SUMMIT CHARTER ACADEMY

Job Title:	Teacher Assistant
Reports to:	Assistant Principal
Salaried or Hourly:	Hourly
FSLA Status:	Non-exempt
Annual Days:	178
Salary Range:	\$18.00 - \$20.00 per hour

SUMMARY

Responsible for assisting classroom teacher(s) by providing instructional support and assistance in meeting the educational needs of students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements of essential functions, responsibilities, frequencies, and percentages are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities, frequencies, and percentages may vary depending upon building assignments and other factors. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Aid students in small groups and one on one. Reinforce skills instruction.
- Supervise students in the classroom, playground, lunchroom and other areas.
- Prepare instructional materials as directed.
- Perform typing, word processing, data entry, filing and run copies.
- Participate in planning activities and discussions regarding student's needs and progress.
- Assist with parent involvement programs as directed.
- Perform other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Training

- Associate degree, 48 semester credits, or pass school approved para test preferred

Experience

- No experience required; experience working with special need students preferred.



Skills & Knowledge

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Basic math and accounting skills.
- Personal computer, keyboarding and word processing skills.
- Critical thinking and problem-solving skills.
- Organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.

Certificates, Licenses, & Registrations

- Criminal background check required for hire.

Materials & Equipment Operating Knowledge

- None required.

Supervision & Technical Responsibilities

- This position reports to the Dean of Academics.
- This has no supervisory responsibilities.

OTHER WORK FACTORS

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk or sit. The employee must occasionally lift and/or move up to 25 pounds. There are no specific vision abilities required by this job. Job duties also include being in many parts of a school including classrooms, cafeteria and on the playground. This position is also required to participate in helping with carpool which consists of occasionally being in cold, hot, windy or rainy/snowy weather for up to 30 minutes at a time.

Work Environment

The noise level in the work environment is usually moderate.



Mental Functions

While performing the duties of this job, the employee is regularly required to use interpersonal skills. Frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate, and negotiate. Occasionally required to copy and compile.

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Employee Signature

Date

