

**LEXINGTON / RICHLAND SCHOOL DISTRICT FIVE, SOUTH CAROLINA
JOB DESCRIPTION, FEBRUARY 2005**

JOB TITLE: PRE-SCHOOL TEACHER ASSISTANT

GENERAL STATEMENT OF JOB

Under occasional supervision, performs specialized work by assisting teachers in instructing and directing the activities of students in 4K classes to provide a well-organized, smoothly functioning classroom environment. Assists school administrators and staff with various administrative and clerical functions as requested. Reports to the assigned classroom teacher and school principal.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists students with exercises and class activities; concentrates efforts with small groups of students and individuals as necessary.

Compiles, prepares and organizes materials and classroom for instruction and classroom activities.

Assists in cleaning and storing of materials after completion of activities.

Reinforces all knowledge and skills taught by the classroom teacher.

Models proper behavior and play.

Assists teacher by recording daily attendance, grading assignments, recording and/or analyzing test scores/grades, substituting as needed, setting up special projects, escorting children to other areas of the school, monitoring student behavior, packing / unpacking student communication folders, running errands, etc.

Supervises and assists students when unloading and loading buses, in the halls, on field trips, during testing, during lunch and on school grounds.

Prepares daily snacks for students.

Assists individual children with special needs and/or in need of special attention; may attend home visits with classroom teacher as necessary.

Coordinates and/or participates in special programs or projects as assigned.

Maintains a clean and orderly classroom.

Attends staff meetings as required; participates in in-service training programs.

Receives and responds to inquiries and requests for assistance in areas of responsibility.

Keeps abreast of developments in 4K education curriculum and instruction.

Operates a variety of equipment such as a computer, printer, copier, calculator, telephone, audio-visual equipment, laminating machine, binding machine, waxing machine, etc.; uses clerical, copier, computer supplies, arts and crafts supplies, instructional supplies and materials.

Interacts and communicates with various groups and individuals such as the classroom teacher, other teachers, principals, other school staff, District staff, students, parents, volunteers and the general public.

Attends training, conferences, workshops, etc., as appropriate to enhance job knowledge and skills.

ADDITIONAL JOB FUNCTIONS

Performs routine clerical tasks as required, including but not limited to preparing reports and records, copying and filing documents, entering and retrieving computer data, preparing notices and mail, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires Associate's degree or an equivalent to the satisfactory completion of two years of college education, supplemented by some experience working with young children in the classroom or in a child care setting, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisor.

Language Ability: Requires the ability to read a variety of policy and procedure manuals, computer manuals, reference materials, etc. Requires the ability to enter data into computer and prepare reports, correspondence, budgets, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

Intelligence: Requires the ability to apply logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of instructions in oral, written or diagrammatic form; to deal with several abstract and concrete variables. Requires the ability to make independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery functions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational and cultural backgrounds.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications machinery.

Manual Dexterity: Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency or tight deadline. The worker is subject to tension as a regular, consistent part of the job.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Is knowledgeable in the methods, policies and procedures of the Lexington Richland School District Five pertaining to specific duties of the 4K Teaching Assistant. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has knowledge of the characteristics of the age group assigned. Is able to establish and maintain positive relationships and work effectively with adults and children. Is able to supervise, guide and support students with patience and kindness. Is able to reinforce skills taught by the teacher. Is able to follow lesson plans provided by the teacher. Is able to motivate students to participate in educational activities and to want to learn. Is able to perform job tasks professionally in an environment where discrimination and other public issues are constant concerns. Has knowledge of and is able to use modern office practices and equipment, including computers. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has the mathematical ability to handle required calculations. Is able to type accurately at a rate sufficient for the successful performance of assigned duties. Is skilled in applying a responsible attention to detail as necessary in preparing records, reports and correspondence. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Knows how to maintain effective relationships with co-workers, personnel of other departments, parents, students and members of the public through contact and cooperation. Has knowledge of the occupational hazards and safety precautions of the position. Knows how to react calmly and quickly in emergency situations. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to established and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.