

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

JOB TITLE: TEACHER ASSISTANT

GENERAL STATEMENT OF JOB

Under regular supervision, assists school administrators, teachers and staff with various clerical and administrative duties; provides class coverage in teacher absences, and performs related work as assigned. Reports to the Assistant Principal and/or Principal.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists school administrators, teachers and staff with various routine and/or specialized clerical and administrative duties as assigned, which may include the following:

Assists assigned teachers with academic instruction and classroom activities, focusing efforts on either groups of students or individuals as necessary.

Sets up classrooms and laboratories for instructional activities.

Assists in coordinating and implementing special school / classroom projects and programs as assigned, including but not limited to field trips.

Substitutes in classroom for teachers as necessary.

Monitors testing activities; administers make-up tests.

Assists teachers in maintaining records, filing materials, organizing paperwork, typing course materials and syllabii, etc.

Receives and fills requests for reproduction work from faculty, staff and volunteers, including but not limited to copying, laminating and binding; delivers products to requesting staff.

Monitors students who have been removed from the classroom for disciplinary reasons.

Creates and maintains student discipline records and files; prepared detention lists and parent notifications; prepares packets for disciplinary hearings; prepares quarterly reports for school administrators and District Hearing Officer.

Maintains teacher leave records; arranges for substitute teachers as necessary.

Schedules and arranges class coverage for parent-teacher conferences and other teacher meetings as necessary.

Prepares student academic report packets.

Maintains records of textbook assignments; receipts monies for lost texts; collects books at end of school term.

Makes daily announcements over the public address systems.

Provides routine clerical and secretarial support to assigned staff, including but not limited to preparing reports and correspondence, compiling data for reports, scheduling meetings and maintaining calendars, copying and filing documents, sending and receiving faxes, answering the telephone, greeting and assisting office visitors, ordering supplies, entering and retrieving computer data, processing daily mail / preparing mass mailings, etc.

Responds to inquiries and requests for assistance in areas of responsibility.

Operates and maintains a variety of equipment, which may include a computer, printer, typewriter, copier, fax machine, telephone, two-way radio, laminating machine, calculator, binding machine, paper shredder, audio-visual equipment, die cut machine, etc.; uses clerical, computer and copier supplies, oral thermometer.

Interacts and communicates with a variety of individuals and groups, including the immediate supervisor, co-workers, other school administrators and staff, students, parents/guardians, volunteers, and the general public.

ADDITIONAL JOB FUNCTIONS

May perform non-related and/or specialized duties as assigned.

Assists with new student registration.

Collects and accounts for student fees, fines and payments.

Assists with routine health room duties as required; calls parents/guardians regarding student health as necessary.

Performs duties of other clerical staff as necessary in their absences.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education, supplemented by nine to twelve months of experience working with students in an educational 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 light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a recurring basis.

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 supervisors and giving instruction and/or assignments to students.

Language Ability: Requires the ability to read a variety of policy and procedure manuals, curriculum materials, texts, computer manuals, etc. Requires the ability to enter data into computer and prepare reports, records, teaching materials, correspondence, 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 principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to use influence systems in classroom teaching. Requires the ability to make routine 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 and give oral and written instructions; to counsel and teach students. Must be able to communicate effectively and efficiently with students, teachers and parents, and with persons of varying ages and educational/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 minimal levels of stress when confronted with an emergency or tight deadline. The worker may be subject to danger or risk to a slight degree, or 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 Teacher Assistant – High School. 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. Is able to establish and maintain positive relationships and work effectively with adults and students. 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 help 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 for word processing and records management. 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.