

POSITION DESCRIPTION

TITLE: Title 1 Teaching Assistant

DATE: November 1, 2000

DEPARTMENT: Title 1

DATE REVISED: May 30,2001

DIVISION: na

POSITION SUMMARY:

SUPERVISION RECEIVED: Title 1 Teacher, Title 1 Coordinator, and Principal

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan lessons with teacher
- Work one-on-one with students as needed
- Plan with, schedule times, and assist regular program teachers in classroom
- Communicate regularly with regular classroom teachers on student progress and concerns
- Help plan and facilitate monthly Parent Advisory Council meetings
- Assist in organization and coordination of Accelerated Reader Program
- Write articles on program activities for newsletter

PERIPHERAL DUTIES:

- Attend staff meetings.
- Recess duties.
- Bulletin boards.
- Other duties as assigned.

DESIRED QUALIFICATIONS:

Education: Associate's Degree

Experience: Previous experience with students and parents is preferred.

Knowledge: Proficient in math and literacy

Skills and abilities:

- Cultural awareness and appreciation
- Able to work with little or no supervision
- Eagerness to learn
- Willingness to attend training and staff development sessions
- Flexibility and creativity
- A sense of humor
- Pleasant personality, eagerness to work with both children and their parents
- Eager/able to work in a team setting

- Ability to maintain records as required
- Respect for students
- Able, or willing to learn, to use computer, digital camera, other technology
- Able to maintain confidentiality.

TOOLS AND EQUIPMENT USED: Computer, digital camera, TV/VCR, fax machine, copy machine,

PHYSICAL DEMANDS: Able to keep up with school age children. Reasonable accommodations will be made to enable persons with disabilities to perform the essential functions.

WORK ENVIRONMENT: School, Title 1 Classroom is the base; assistant works in other classrooms as needed.

SELECTION GUIDELINES: Letter of application and resume, credentials, oral interview, background and reference checks.

Signature _____ Date _____
(Employee)

Signature _____ Date _____
(Supervisor)

Signature _____ Date _____
(Director)