

Cape Girardeau Public School District No. 63

Job Description

Job Title: Teacher Assistant

Terms of Employment: 9 month contract; 174 days

FLSA Status: Non-Exempt

Reports To: Teacher and Principal

Brief Description of Position:

The Teacher Assistant is responsible for helping to promote a positive and creative learning environment in which students feel cared for, respected, and excited to participate; assisting assigned classroom teacher in all aspects of the program, working with the recess program, attending scheduled meetings, and other duties as assigned.

Required Qualifications:

- A minimum of 60 hours of college credit
- Possess/willing to obtain a valid Missouri substitute certification

Preferred Qualifications:

- Working knowledge of Professional Learning Communities

Essential Duties and Responsibilities:

- Ability to maintain confidentiality regarding student information and records
- Ability to take direction from lead teacher and supervisors
- Ability to demonstrate flexibility and adaptability regarding student and building needs
- Willingness to work with small groups of students or with students one-to-one
- Ability and willingness to team-teach and/or co-teach with lead teacher or regular classroom teachers
- Possession of excellent verbal and written communication skills
- Ability to communicate effectively and positively with students, teachers, supervisors and parents
- Willingness to demonstrate support for classroom, teacher and the school culture
- Willingness and ability to work with at-risk students

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.

- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to travel between multiple locations.

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between locations will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
 Human Resource Coordinator

Revised: August 1, 2013