

# NEW SUMMIT CHARTER ACADEMY



**Job Title:** Teacher Assistant

**Reports to:** Principal/Assigned Teacher

**Salaried or Hourly:** Hourly

**FSLA Status:** Non-Exempt

**Annual Days:** Varies

**Salary Range:** \$11.10-\$14.00 per hour

**SUMMARY:** Responsible for assisting classroom teachers 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.

- Provide assistance to 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. Maintain student records and files of student work as assigned.
- Participate in planning activities and discussions regarding student's needs and progress.
- Assist with parent involvement programs as directed.
- Perform other duties as assigned.

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's degree, 48 semester credits, or pass school approved para test preferred (required for Title positions).

## **EXPERIENCE:**

- No experience required; experience working with adolescents preferred.

## **SKILLS and 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 AND EQUIPMENT OPERATING KNOWLEDGE:**

- None required.

**SUPERVISION AND TECHNICAL RESPONSIBILITIES:**

- This position reports to the Program Teacher and Building Principal.
- This has no supervisory responsibilities.

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 is required to stand; walk; use hands to finger, handle, or feel; talk or hear. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. No specific vision abilities required by this job.

**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 communicate, coordinate, and use interpersonal skills. Frequently required to compare and instruct. Occasionally required to compare, copy, compute, evaluate, compile and negotiate.