

## **BEDFORD COUNTY BOARD OF EDUCATION**

<b>TITLE</b>	<b>Teacher Assistant</b>
<b>QUALIFICATIONS</b>	<ol style="list-style-type: none"><li>1. Not less than a high school education or general equivalency diploma (GED).</li><li>2. Meets health and physical requirements.</li></ol>
<b>JOB GOAL</b>	To provide assistance to teachers, secretaries, and clerical personnel when needed.
<b>ACCOUNTABLE TO</b>	School Principal
<b>ESSENTIAL FUNCTIONS</b>	<ol style="list-style-type: none"><li>1. Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.</li><li>2. Operates and cares for equipment used in the classroom for instructional purposes.</li><li>3. Distributes and collects workbooks, papers, and other materials for instruction.</li><li>4. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.</li><li>5. Checks notebooks, corrects papers, and supervises testing and makeup work as assigned by the teacher.</li><li>6. Works with individual students or small groups of students to reinforce learning of material or skills.</li><li>7. Assumes responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of the job.</li></ol>

8. Checks and records attendance.
9. Arranges bulletin boards.
10. Types and duplicates tests, worksheets, and supplementary materials.
11. Assists in supervising the children in lunchroom, playground, and bus loading.
12. Assists the teacher in assimilating materials for class display.
13. Performs other tasks and duties as may be assigned by the principal.

### **PHYSICAL DEMANDS**

This job required lifting of objects that exceed 50 pounds, or the average weight of a child, if assigned to elementary grades, with frequent lifting and/or carrying of objects weighing up to 25 pounds or more. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping, kneeling, and/or crouching
4. Reaching
5. Talking
6. Hearing
7. Seeing

### **VOCATIONAL PREPARATION**

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience in other jobs

### **TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to make generalizations, evaluations, or decisions based on sensory or judgmental criteria.
3. Adaptability to dealing with students.

## **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgements.
2. Verbal: Ability to understand meanings of words and ideas associated with them.
3. Manual Dexterity: Ability to move the hands easily and skillfully.
4. Form Perception: To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures.
5. Color Discrimination: Ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

## **WORK CONDITIONS**

Normal working conditions.

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

### **SALARY**

Per current schedule

### **CONTRACT LENGTH**

School year as defined by the Board of Education, not to exceed 180 days.

**SICK LEAVE**

As per current Board Policy. Sick leave is not cumulative. Unused sick leave will be paid at the end of the fiscal year.

**EVALUATION**

Performance will be evaluated annually by the School Principal.