



Job Description

Title:	Teacher Assistant--Instructional
Qualifications:	High School Diploma and Teacher Assistant WIN Examination or Associates Degree
Reports To:	Principal
Terms:	190 days
Pay Scale:	Teacher Assistant
FLSA Status:	Non-Exempt

Essential Responsibilities:

- Assists classroom teachers with academic instruction and classroom activities; implements instructional programs, lesson plans, and assessments as directed. Prepares and disseminates materials for classroom activities; distributes textbooks, learning package materials, supplies, equipment, etc.
- Assists students, individually or in groups, by presenting and/or reinforcing concepts, modeling appropriate behavior, etc. Assists with lectures, classroom demonstrations and related activities by explaining words/meanings; rephrasing information or materials, providing learning examples, etc.
- Assists students by performing such tasks as reading stories, listening to students read, facilitating math activities, adapting instructional materials, checking homework, etc.
- Assists students in understanding directions and following rules, encouraging students to work independently and/or in collaboration with one another, or with special assignments or academic problems.
- Rewards appropriate student behavior according to a designed reinforcement strategy; responds in a prescribed manner to inappropriate behavior.
- Monitors students for the purpose of ensuring a safe and positive learning environment. May monitor in-school-suspension classroom, complete roll call and student counts; administer make-up tests, etc.
- Sets up classroom or other school facilities for special activities or events; may set up and operate audiovisual or other equipment; may maintain an inventory of equipment and materials to ensure the availability of items as needed.
- Arranges for field trips (permission slips, arrangement of transportation, chaperones, etc.), schedules speakers/presenters and related educational activities; accompanies the class on field trips as required.
- Performs a variety of clerical duties such as administering tests, grading exams and related materials, processing grades, reviewing homework, etc. Performs such duties as light typing and data entry, routine sorting and filing, and maintaining various records and forms.
- Collects incoming monies for field trips, school pictures, and other school fees; prepares receipts for monies collected.

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- Reports student concerns directly and expeditiously to teacher and assist with student resolution.
- Assists with breakfast, lunch, snack, including clean-up.
- Maintains various records and files.
- Promotes good habits and responsible behavior to improve the quality of student outcomes and to encourage student development.
- Presents a positive image of Marlboro County School District and complies with the District's Board policies at all times.
- Performs miscellaneous duties such as distributing supplies and information, scheduling parent or teacher appointments, ordering materials, scheduling tutoring, escorting students to other areas of the school, etc.
- Assists other school or District personnel in the completion of varied work activities. Operates general office equipment such as a computer, copier, printer, laminator, calculator, facsimile machine, etc.
- Willingly performs other duties as assigned or requested.
- All other duties as assigned by the Principal/Director.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write routine reports and correspondence. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to deal with problems involving a variety of concrete variables in standardized situations.

Other Skills and Abilities:

Ability to pass a District typing test. Ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

Physical Demands:

The physical demands described here 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.

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While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision. Employee must have the ability to tell where a sound is coming from and distinguish between bells, buzzers, beeps, etc.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The employee is continuously interacting with the public and staff.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required. 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.

EEO STATEMENT

Marlboro County School District is an Equal Opportunity Employer and does not discriminate based on age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.

SIGNATURES:

_____	Date: _____
_____	Date: _____
_____	Date: _____

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