

Killeen Independent School District

Job Description

Job Title: Teacher Assistant
Department: Education Services
Reports To: School Principal
FLSA Status: Non-exempt

SUMMARY

Assists student's with meeting the state's academic achievement standards by working with individual and small groups of students under the supervision of a teacher

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works with individual students or small groups of students to reinforce learning of material or skills as introduced by the teacher.

Assists the teacher in devising special strategies for reinforcing material or skills based on the understanding of individual students, their needs, interests and abilities.

Operates and cares for equipment and instructional materials as assigned by the teacher.

Helps students' master equipment including supplementary equipment and instructional materials as assigned by the teacher.

Reads to students, listens to students read, and participates in other forms of oral communication with students.

Presents subject matter to students utilizing a variety of methods and techniques.

Prepares violation reports of students in violation of the student code of conduct and/or school policies and provides a summary report to the principal or designee.

Prepares students' records and folders.

Prepares and develops teaching aides such as charts and graphs.

Assists with assigned teaching area to coordinate instructional efforts with teacher.

Keeps classroom learning displays up to date.

Serves as the chief source for information and help with any substitute teacher assigned in the absence of the teacher.

Checks and records student attendance and other daily record keeping tasks.

Assists students in the library, computer lab, or cafeteria.

Assists the teacher in the implementation of students' behavior plans.

Assists with the supervision of students during emergency drills.

Distributes and collects papers and other materials for instruction.

Prepares, administers, and grades student notebooks, papers, make up work, tests, and examinations for and under the supervision of the teacher.

Attends after-school meetings/training sessions as required.

Performs other such tasks as may be assigned by the teacher or principal.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

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. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION or EXPERIENCE

State Board for Educator Certification for Educational Aide Level III, and/or a minimum 48 hours at an accredited institution of higher learning.

LANGUAGE SKILLS

Ability to read and comprehend instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to students, other employees of the organization, and parents.

MATHEMATICAL SKILLS

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

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

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 employee may be required to be exposed to outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderately quiet.

OTHER QUALIFICATIONS

Must take KISD teacher aide test.

Prepared By: Joyce Walker, Auxiliary Staffing Specialist
Prepared Date: October 22, 1998
Revised By: Frank Crayton, Director for Auxiliary Personnel
Revised Date: January 30, 2013
Revised By: Frank Crayton and Phyllis Rosen
Revised Date: May 9, 2014

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.