

Teacher Assistant

Chickasha Public Schools

Job Title: Teacher Assistant
Location: School Building
Immediate Supervisor: Principal/Assistant Principal/Classroom Teacher
Supervises: Students

Purpose of Position:

To assist with the care, education, social development and nurturance of children so they can achieve educational success thus assisting the school in achieving its mission.

Qualifications:

High School Diploma or GED

MUST HAVE:

Passing score on the **PRAXIS PARAPRO** test or,

Associates Degree or,

48 semester hours from an accredited university or college

Physical requirements:	Skills, knowledge and abilities:
<ul style="list-style-type: none"> • Good health and high energy level • Bending and stooping • Ability to reach above shoulder level • Some climbing of short ladders • Ability to tolerate a stressful environment • Ability to lift objects weighing 20 lbs or more • Walking, occasional running, pushing, pulling • Strong and physical constitution 	<ul style="list-style-type: none"> • Computer literacy • Excellent computation skills • Effective communication both orally and written • Excellent interpersonal skills • Ability to relate positively with children and adults • Plan, schedule and organize work • Maintain a positive work environment • Possess an understanding of child development • Ability to administer CPR/first aid • Interpret and apply laws, regulations and policies • Ensure the quality of work as measured against established standards • Maintain confidentiality • Proficient in multi-tasking

Essential Job Functions (The duties listed below are not intended to depict all tasks required by this position. Duties may also be divided among staff as directed by the Principal.)

- Comply with School Board Policy
- Follow universal precautions identified in the District's Blood borne Pathogen Exposure Control Plan
- Supervise and assist at arrival and departure
- Supervise and assist with breakfast, lunch and snacks

- Supervise and assist students to and from playground, library, music, P.E. and on field trips
- Assist teachers with classroom management
- Assist students in classrooms with tasks completion and guided practice of skills being taught
- Redirect students attention toward teacher's instructions
- Give verbal directions and necessary language
- Read to students
- Encourage the use of good manners
- Assist in the use of technology
- Familiarize self with the program, regulations and procedures in the classroom
- Work under the guidelines of the teacher
- Supervise students when the teacher needs to leave the classroom
- Maintain an atmosphere conducive to good student health and safety
- Uses good judgment at all times
- Reward students with praise and other positive reinforcements for good behavior and work
- Attend quarterly safety meetings as scheduled by the district safety coordinator

Other Job Functions:

- To complete other tasks that may be necessary to achieve an efficient operation of the school.
- Attend approved professional development activities that may improve professional competence or enhance the job purpose.

Employee Signature

Date