

HYDE COUNTY SCHOOLS

TEACHER ASSISTANT - PRE-KINDERGARTEN

NATURE OF WORK

Under general supervision, performs a variety of technical and clerical tasks in assisting a teacher. Employee may perform a wide range of tasks in order to support the efforts of the teacher, meet the needs of all students, and ensure the provision of quality instruction for all students. Employee provides one-on-one assistance with academics and behavioral problems and may lead small group activities. Employee assists lead teacher with general housekeeping and clerical duties.

DUTIES AND RESPONSIBILITIES

Assists teacher with executing instruction and evaluating its effectiveness. Participates in daily and long-range lesson and activity planning.

Constantly monitors the safety and well-being of students; monitors student attitudes and encourages self esteem; assists students with becoming increasingly independent.

Monitors student behavior and helps maintain discipline in the classroom; records time out and in class suspension; assists with crisis prevention; restrains students as needed.

Conducts learning exercises with small groups of children.

Guides children in working and playing harmoniously with other children. Alerts the teacher to special needs of individual children.

Provides escort and assistance to children as necessary. Helps maintain individual records for each child.

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Fosters good eating habits and table manners in children.

Assists teacher in maintaining neat work and study areas.

Assists with the supervision of children during regular play periods. Collects and displays suitable material for educational displays.

Remains knowledgeable of current Pre-K issues by attending staff development and reading current literature/publications.

Assists with screening process of students for possible Pre-K participation/enrollment.

Accompanies and assists teacher on home visits. Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Have completed two years of study at an institute of higher education, which has been determined to be 48 semester hours, obtained an associate's degree in Early Childhood or completed an associate's degree along with the NC Child Care Credentials or the equivalent as established by *No Child Left Behind* and More at Four Program Guidelines. Hold a NC bus driver's license. Be certified in CPR, First Aid and Playground Safety. Have a desire to nurture and work with young children. Understand the confidential nature of working in an educational setting. Alternatives to the above qualifications as the Board may find appropriate and acceptable.

ESSENTIAL JOB FUNCTIONS

Must be able to use a variety of equipment and classroom tools such as computers, copiers, typewriters, calculators, pencils, scissors, equipment for children with special needs, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions.

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Requires the ability to deal with people beyond giving and receiving instructions.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of activities performed by teacher. General knowledge of daily routines of the classroom. Must have a desire to nurture and work with

young children.

Must have an understanding of the confidential nature of working in an educational setting.

General knowledge of student handbook.

General knowledge of procedures to follow in the event of an emergency.

General knowledge of the principles of organization and administration.

Ability to constantly monitor the safety and well-being of students, particularly when student is participating in an inclusive

activity. Ability to motivate students.

Ability to maintain a clean and orderly

environment. Ability to perform general clerical duties.

Ability to maintain order and discipline in a classroom.

Ability to operate common office

machines. Ability to maintain basic files and records.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by work

assignments.

REPORTS TO: Pre-K Teacher, Principal

FSLA STATUS: Non-Exempt

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.