



Classroom Assistant Job Description

Work Year: 182 days

Hours: Full time – 7:30-4:00 (1/2 hour unpaid lunch break)

Part time (negotiated according to assignment)

Reports To: Lead Teacher and Director

Summary: Assist teacher in classroom and perform light clerical work. Monitor student behavior and assist on field trips.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Perform clerical duties such as typing, filing, keeping records.
- Work with small groups of students to reinforce instruction in and out of classroom.
- Monitor student behavior on playground during lunch and recess
- Monitor student behavior in the classroom, lunchroom, bathroom, hallways, and other areas of the school.
- Administer or assist with testing.
- Grading of non-subjective papers and recording of grades.
- Assist with organizing materials for volunteers.
- Prepare instructional artwork such as posters, bulletin boards, displays, charts and visual aids.
- Assist with field trips.
- Attend meetings, conferences and in-services as required.
- Model good character, developing positive relationships with students.
- Perform other duties as assigned by the teacher and/or Director.

Education and Training: High School Diploma or G.E.D and A.A. degree or 2 years of college

Experience: Previous experience in a school setting preferred.

Skills, Knowledge, & Equipment: Requires basic language, math and writing skills for accuracy in assisting students and in grading papers. Ability to handle confidential material. Requires organizational and follow-through skills, flexibility and ability to work independently. Knowledge of general office equipment, such as computers, preferred.

Certificates, licenses, & Registrations: None required.

Supervision/Technical Responsibility: None required.

Contact: Daily contact with students, parents, staff.

Safety to Self and Others: Medium exposure of self to cuts and bruises due to playground supervision. Low exposure to disease due to contact with sick or injured students and bodily fluids.

Dress: Business casual. The employee is advised not to wear sandals or open toed shoes on outside duty.

Physical Demands: While performing the duties of this job, the employee is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is regularly required to stand, walk, and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment: While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. Frequently required to analyze, compare, coordinate, copy, instruct, commute, compile, and evaluate. Occasionally required to synthesize, evaluate, and negotiate.

Judgment and Decision Making: Work is assigned by the classroom teacher. This position requires the ability to make decisions and follow instructions of the classroom teacher and school guidelines. Errors in decision making could lead to incorrect grades on papers, improper instructions for students, or improper behavior management of students. Decision making requires collaboration with teaching staff. Work is guided by school policies and procedures.

Diversity of Duties: Duties require cross training in office equipment, including use of computers. This position requires communications skills, ability to work with groups of students and ability to work independently.