

## **TEACHER/GENERAL ASSISTANT**

### **GENERAL RESPONSIBILITIES**

This is instructional support work in providing assistance to teachers in the daily management and instruction of students. An employee in this class is responsible for performing clerical and instructional tasks to relieve teachers of routine activities and to help carry out daily classroom activities. The work involves observing and reporting on the behavior and learning of students, and may be assigned to a pre-kindergarten, kindergarten or special classroom or a computer learning center/lab, closely monitoring the needs of children including basic personal needs, physical help and occasional restraint. All important aspects of the work are subject to detailed and specific procedures which employees follow closely.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Follow instructional schedule developed by personnel working with assistant.
- Reinforce skills taught by the classroom teacher to small and large groups.
- Assist with instructional activities, (e.g., reads to groups of students, provides library assistance, records information for younger students, listens to students).
- Help students with special assignments or academic problems.
- Work with groups of assigned students.
- Encourage safety, work and study habits.
- Assist with daily routine tasks, such as cafeteria duty, bus duty, money collection, hall duty, checking student's work, etc.
- Prepare instructional materials as requested.
- Assist in fire drill and other building security procedures as requested.
- Perform designated learning tasks with students, going over lessons, topics and exercises; demonstrate or explain lessons, ask questions and prompt students for answers; use supplementary learning materials and aids.
- Monitor activities in drawing, writing, independent study and other classroom activities.
- Escort students on field trips and at school; escort and assist students in physical and playground activities; accompany children to restrooms and assists with toilet if necessary.
- Maintain bulletin boards, student records for daily attendance, lunch tickets, health charts and classroom supplies.
- May work with students requiring individual or close attention.
- Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of the practices, methods and techniques used in classroom teaching; ability to maintain confidential files and information and to compile reports; ability to deal effectively with students and teachers; skill in the use of classroom and instructional equipment; ability to operate standard office, word and data processing equipment; ability to establish and maintain effective working relationships with teachers, parents, students and associates.

**EDUCATION AND EXPERIENCE**

High school graduate/GED. Some experience working with children.  
A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Significant standing; some walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift 25 lbs.  
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

FLSA status: Non-exempt	Description: Rev. 8/99
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