

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

**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.

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Employee Signature

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Date