

**Eufaula School District  
Position Description**

**POSITION TITLE: PreK Teacher Assistant**

Reports to: Principal

**SUMMARY:** Assists the teacher in general daily classroom activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- => Administers and scores such achievement and diagnostic tests as the teacher recommends for individual students.
- => Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
- => Operates and cares for equipment used in the classroom for instructional purposes.
- => Helps students master equipment or instructional materials assigned by the teacher.
- => Distributes and collects workbooks, papers, and other materials for instruction.
- => Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
- => Assists with the supervision of students during class.
- => Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
- => Keeps bulletin board and other classroom learning displays up to date.
- => Assists with such large group activities as drill work, reading aloud, and story telling.
- => Assists students in the media center.
- => Assists with before and after school duty and lunch duty.
- => Assists with lunch, snack, and cleanup routines.
- => Assists with wash-up and toilet routines.
- => Alerts the regular teacher to any problem or special information about an individual student.
- => Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
- => Assists with school routines as assigned.
- => Willingly accepts changes in assignments when necessary.
- => Completes duties as assigned for the betterment of the school.
- => Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
- => Participates in in-service training programs as assigned.

**SUPERVISORY RESPONSIBILITIES:** Supervises Students

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.*

**OTHER SKILLS AND ABILITIES:**

Ability to develop effective working relationships with staff and the school community. Ability to communicate clearly and concisely. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

*The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*