

Teacher Assistant

Position Title: Teacher Assistant

Salary/Pay Scale: Local Salary + Local Supplement

Requirements:

Paraprofessionals must meet ONE of three options:

1) Complete 2 years (48 semester hours) of college credit at an institute of higher education (IHE). 2) Obtain an Associate's Degree from an IHE. 3) Complete 96 hours of continuing education before January 8, 2006 (or two, 3 semester hour courses), meet rigorous standards of quality, and demonstrate through formal assessment the knowledge and ability to assist in instructing reading, writing, and mathematics. There are two routes for the assessment: The Community College System offers three placement tests for paraprofessionals who are going to pursue a four-year or an associate's degree: COMPASS, ASSET or the ACCUPLACER. Those not pursuing a degree are encouraged to complete the WorkKeys Occupational Profile Assessment for Teacher Aides. Intense professional development and course work through the NC Department of Labor Teacher Assistant Apprentice program or the NC Assistant Teacher Association Professional Development Plan.

Description:

1. Work with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
2. Assist the teacher in devising special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests, and abilities.
3. Operate and care for equipment used in the classroom for instructional purposes. Help students master equipment used in the classroom.
4. Monitor student behavior and help maintain discipline in the classroom; record time out and in-class suspensions; assist with crisis prevention; assist with deescalation techniques with students as needed.
5. Constantly monitor the safety and well being of students; monitor student attitudes and encourage self-esteem.
6. Assist with the supervision of students during emergency drills, assemblies, play periods, and field trips; monitor students during lunch, recess, specials, hygiene routines and snack time. Alert the teacher to any problem or special information about an individual student.

7. Perform various clerical duties as needed, maintain records of student progress; develop and file incident reports; grade student papers; check daily attendance; make copies; develop classroom displays and instructional material; maintain and operate audiovisual equipment; maintain class files.
8. Assist with such large group activities as drill work, reading aloud, and storytelling.
9. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of teachers.
10. Strive to maintain and improve professional competence. Participate in development and support of the broad school vision.
11. Serve as the chief source of information and help to any substitute teacher assigned in absence of the regular teacher.
12. Perform related duties and responsibilities as requested by the teacher and/or principal.

Application Procedure:

Please complete the NC School Jobs application. Choose Hertford County Public Schools as a district to view your application. Submit letter of interest and resume to Executive Director of Human Resources, Shamica Long-Lane at jobs@hertford.k12.nc.us.