
INTEROFFICE MEMORANDUM

TO: BOARD MEMBERS
TIM WYROSDICK, SUPERINTENDENT

FROM: CONNI CARNLEY
ASST. SUPT./HUMAN RESOURCES

SUBJECT: JOB DESCRIPTION – REVISED

DATE: 05/12/2015

We are requesting approval of the attached job description:

1. Teacher Assistant I – Pre-K Headstart

If you have any questions concerning this change, please call Dawn Alt, Director of Pre-K Programs, at 983-5720.

**School District of Santa Rosa County
Job Description**

Teacher Assistant I – Pre-K Headstart

Reports to: School Principal	FLSA Status: Non-Exempt
Department: Schools	Prepared by: Human Resources
Date: April 24, 2014 May 21, 2015	Job Code: Same as Principal
Position #: 45130	Range: 5

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Sets up classrooms and prepares materials for instructional units and prepares room for activities;
- Handles lunchroom and attendance reports and related clerical tasks;
- Assists in assembling and putting up materials on bulletin boards and keeps displays current;
- Supervises pupils during lunch period, intermissions, on school grounds before and after school and bus loading and/or unloading, under the supervision of a member of the instructional staff;
- Escorts children to and from rooms and buildings;
- Administers, scores tests, marks errors and records pupil status and improvements;
- Obtains and returns required equipment needed, operates library and audio visual equipment;
- Assembles, adjusts and maintains equipment for instructional programs;
- Assists teachers in maintaining equipment for instructional programs;
- Works with students assisting in completing assignments and projects;
- Operates copier in reproducing records;
- May be assigned to clerical aide or assist in special programs;
- Maintains records, files, reports and statistics of assigned unit;
- Performs related duties as required or assigned by principal.

Supervision Received:

School Principal

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- One year experience working with children other than your own; and
- One year clerical experience, or an equivalent combination of education and experience.
- Must have at least a National Childcare Development Associate (CDA) credential (or equivalent) or be enrolled in a CDA credential program that will be completed within two years.
- Or have an associate or baccalaureate degree (in any area) or be enrolled in a program leading to such a degree.

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Preferred:

Type; Operate data entry equipment, copiers and other office equipment; Work with students and families.

Physical Demands:

Lift light to moderate weight (20 to 50 pounds); Stand, walk, run, bend, stoop, push, pull, reach, good hearing and vision; Manual dexterity. Communicate using speech, hearing, and vision skills. Work inside and outside with children and teachers. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.