



Teacher Assistant – Pre-K



Job Overview

The job of Teacher Assistant – Pre-K was established for the purpose/s of providing support to the instructional program within assigned Pre-Kindergarten (4 and 5 year-old) classroom with specific responsibility for working with individual and/or small groups of students; and providing clerical support to teacher/s and staff.

This job reports to the school Principal.

Job Functions

- Adapts classroom activities, assignments and/or materials (e.g. art projects, computer, language skills, etc.) for the purpose of supporting and reinforcing classroom goals and objectives.
- Administers classroom assignments for the purpose of supporting teachers in the instructional process.
- Assists students, individually or in small groups, with lesson assignments (e.g. read stories, providing writing assistance, reinforce language skills, numbers, alphabet, computer learning programs, etc.) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.
- Communicates with teachers for the purpose of assisting in evaluating progress and/or implementing classroom objectives.
- Maintains classroom equipment, work area, and manual and electronic files and records (e.g. clean/bleach tables, sign-in/sign-out logs, etc.) for the purpose of ensuring availability of items; providing written reference; providing a safe learning environment; and/or meeting mandated requirements.
- Monitors individual and/or groups of students in a variety of settings (e.g. classroom, playground, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Performs general clerical tasks (e.g. laminating, making posters, making copies, bulletin boards, filing, newsletters, etc.) for the purpose of helping the teacher get instructional materials ready.
- Reports observations and incidents relating to specific students (e.g. accidents, fights, appropriate and/or inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Working Environment

This job is performed in a standard school environment under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Generally the job requires 20% sitting, 40% walking, and 40% standing.

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Qualifications

Minimum experience: Job related experience is required.

Minimum education: High School diploma or equivalent.



The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Has ability to operate standard office equipment including pertinent software applications; and able to prepare and maintain accurate records.
- Has working knowledge of concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities.
- Has ability to be flexible; can communicate with diverse groups, maintain confidentiality, set priorities, work as part of a team, and work with constant interruptions.

Required Testing: None Specified

Continuing Education/Training: Certification as a Child Development Associate is highly encouraged

Required Certificates and/or Licenses: Valid Driver's License & Evidence of Insurability

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Non-Exempt

Employee Type: Classified

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