

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

Teacher Assistant IIW

Reports to: School Principal	FLSA Status: Non-Exempt
Department: Schools	Prepared by: Human Resources
Date: April 24, 2014	Job Code: Same as Principal
Position #: 45080	Range: 7

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.

- Assists in classroom/student management; maintaining discipline;
- Assists students on individual academic assignments;
- Assists children with gross motor activities (grasping, crawling, walking, running, holding objects, etc.);
- Assists children with fine motor activities (playing with toys, cutting, coloring, etc.);
- Assists children with dressing, eating, grooming, toileting, and personal hygiene;
- Assembles, adjusts and maintains equipment used in instructional programs;
- Assists therapists and other specialists;
- Assists in recording student behavior, progress and other related data;
- Implements established educational programs; administers and scores tests;
- Works with disabled children ranging from 3 years old to 22nd birthday for extended periods of time—relates to and interacts with disabled children;
- Operates data entry equipment;
- Maintains records of children's progress;
- Performs related duties as required or assigned by the principal.

Supervision Received:

School Principal

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED; **and**
- Thirty- six hours of in-service training completed in areas related to the position; and three years' work experience related to the position with successful performance appraisals; **or** Two years' work experience related to the position with successful performance appraisals; and four approved college courses from the field of education.

Preferred:

N/A

Physical Demands:

Lift moderate to heavy weight (60 to 100 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.