

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Teacher Assistant	
<i>Supervisor:</i> Building Principal/Administrator	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months	<i>Grade:</i> 5

Job Summary

The teacher assistant assists the teacher with grading, evaluating student work, and tutoring that supports the district's curriculum and meets student needs.

Essential Job Functions

Collaborates with the certified teacher in order to implement lesson plans.

Provides special tutorial assistance as directed by the teacher.

Implements lesson plans and appropriate student activities.

Maintains bulletin boards and prepares written materials as directed.

Carries out supervision of students in a prompt and responsible manner to ensure a safe, nurturing, and healthful environment.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Standard office equipment, including computer, printer, copy and fax machines, and other teaching related equipment.

Independent Decisions

Makes routine job related decisions.

Primary Working Contacts

Daily contact with students and school staff; occasional contact with parents.

Responsibility for Cash, Equipment, Safety

Safety of students under supervision in the classroom or playground.

Supervision Received and Exercised

None given; receives daily assignments from the teacher or building administrator.

Unusual Working Conditions

May be exposed to extreme cold temperatures during occasional recess duty.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or equivalent.
2. Experience working with students at the appropriate grade level.
3. Knowledge of high school level subjects.
4. Proven proficiency in oral and written communication skills in English.
5. Ability to relate and work successfully with students and adults.
6. Ability to work as a team in developing and delivering academic programs for students.
7. Demonstrated ability to assist students in one or more subject areas, i.e. reading or math.

The following is preferred:

1. Elementary and/or secondary education training.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.