



TEACHER ASSISTANT (Kindergarten and Up)

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Job Purpose

To help increase student achievement by assisting certified professional staff with students to meet instructional goals and objectives. The Teacher Assistant (TA) supports classroom instruction, reinforces academic skills, assists with classroom management, and helps create a safe and productive learning environment that promotes student success.

Knowledge, Skills and Abilities

- Ability to carry out instructions furnished in written or oral form.
- Basic knowledge of reading, language arts, mathematics, and computer instruction to assist students with learning activities.
- Ability to add, subtract, multiply, divide, and perform basic arithmetic operations when assisting students.
- Ability to understand, apply, and use personal computers and common software applications (e.g., Word, Excel, Google Workspace, or similar programs).
- Ability to assist with classroom management and maintain a safe, orderly learning environment.
- Ability to work effectively with a diverse group of students, staff, and parents.
- Ability to establish supportive and compassionate relationships with students, including those with special needs.
- Ability to maintain confidentiality regarding students, employees, and district information.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain cooperative working relationships with students, staff, and others encountered in the course of work.
- Ability to report information and student progress to the supervising teacher as required.
- Ability to work outdoors during recess, field trips, and other student activities.
- Flexibility and adaptability in responding to classroom needs and student behaviors.
- Prior experience working with children or students with special needs is desirable.

Minimum Qualifications

- High School Diploma or GED required.
- Completion of 48 semester hours of college credit from an accredited college or university OR successful completion of a state-approved paraprofessional assessment (WorkKeys) in accordance with federal and Mississippi Department of Education requirements.
- Must pass a criminal background check and fingerprinting as required by Mississippi Department of Education (MDE) standards.
- Previous experience working with children in an educational or childcare setting is preferred.

Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Assists and guides students in reinforcing reading, language arts, mathematics, computer instruction, and other academic skills.
- Works with students individually and in small groups to reinforce basic learning concepts and teacher-directed instruction.
- Assists the teacher with the administration and scoring of classroom assignments, exercises, tests, and assessments.

- Prepares and organizes instructional materials, classroom displays, and other learning resources as directed by the teacher.
- Assists with record-keeping procedures to document student learning and performance.
- Supports classroom behavioral management strategies to minimize disruptions and maintain an orderly learning environment.
- Supervises students in non-instructional settings including lunchroom, playground, hallways, bus loading and unloading, and other school areas.
- Accompanies students on field trips to assist with supervision and student safety.
- Copies, organizes, and distributes instructional materials and classroom resources as needed.
- Assists students with special needs in classroom activities to promote inclusion and achievement of Individualized Education Program (IEP) goals.
- Assists students with physical or developmental disabilities with activities of daily living to support participation in school activities.
- Follows all applicable safety rules, procedures, and regulations for assisting students, including those with disabilities or special needs.
- Provides support to guidance, student services staff, or school administration when requested.
- Performs other job-related duties as assigned by the supervising teacher, principal, or superintendent.
- Limited travel to meetings or professional development activities may be required.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

Reports to: Assigned Classroom Teacher / Building Principal

Supervises: N/A

Terms of Employment: At Will / 187 Days

FLSA Status: Non-Exempt

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

_____ Employee's Printed Name

_____ Employee's Signature & Date

_____ Supervisor's Signature & Date