

ELIZABETHTON CITY SCHOOLS
POSITION ANNOUNCEMENT
March 5, 2010

Title: *Interim* Teacher Assistant to begin the 2009-2010 school year
Location: East Side Elementary
Qualifications: To have met one of the two requirements of the No Child Left Behind Act:
(1) 2 years of college or equivalency of 48 hours of credit courses or
(2) met the Tennessee Standards or achieved a passing score on the ParaPro Assessment Test. Must possess a working knowledge and demonstration of skills in computers and application of appropriate computer software; sufficient experience so that with appropriate training they may serve in the specific role for which they will be employed. Meet the health and physical requirements and be fingerprinted.

Job Goal: To provide assistance to teachers, secretaries, and clerical personnel when needed.

ESSENTIAL FUNCTIONS:

1. Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
2. Works with individual student or small groups of students to reinforce learning of material or skills.
3. Checks and records attendance.
4. Arranges bulletin boards.
5. Types and duplicates tests, worksheets, and supplementary materials.
6. Assists in supervising students in lunchroom, playground, and bus loading, assemblies, emergency drills, field trips, etc.
7. Operates and cares for equipment used in the classroom for instructional purposes.
8. Assists teacher(s) in assimilating materials for class displays.
9. Distributes and collects workbooks, papers, and other materials for instruction.
10. Checks notebooks, corrects papers, and supervises testing and makeup work as assigned by the teacher.
11. Assumes responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of the job.
12. Performs other work-related duties as assigned.

Physical Demands: This job may require lifting of objects that exceed 50 lbs. or the weight of a child, if assigned to elementary grades, with frequent lifting and/or carrying of objects weighing up to 25 lbs. Other physical demands that may be required are as follows: pushing and/or pulling; climbing; stooping, kneeling and/or crawling; reaching; talking; hearing; seeing.

Vocational Preparation

The required vocational preparation may come from any of the following: vocational education, apprentice training, on-the-job training, and essential experience in other jobs

Temperament (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

Working Conditions: Normal working environment.

General Requirements: The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

Submit applications to: Elizabethton Board of Education
804 South Watauga Avenue
Elizabethton, Tennessee 37643-4207

Application Deadline: March 11, 2010, 8:00 a.m., or until position is filled

Contact Person: Josh Wandell, Principal
423-547-8010