

**ELIZABETHTON CITY SCHOOLS**  
**POSITION ANNOUNCEMENT**  
**January 25, 2012**

Title: **Part-Time** Teacher Assistant(s) to begin the 2011-2012 school year  
Location: T. A. Dugger Jr. High School and West 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. Meet the health and physical requirements and be fingerprinted.

Job Goal: To provide assistance to students with special needs.

**ESSENTIAL FUNCTIONS:**

1. Charts the progress of IEP objectives.
2. Works with individual student or small groups of students to reinforce IEP objectives.
3. Checks and records attendance.
4. Types and duplicates tests, worksheets, and supplementary materials.
5. Assists the student in lunchroom, playground, and bus loading, assemblies, emergency drills, field trips, etc.
6. Operates and cares for equipment used in the classroom for instructional purposes.
7. Assists teacher(s) in assimilating materials for class displays.
8. Distributes and collects workbooks, papers, and other materials for instruction.
9. Assumes responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of the job.
10. 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, with frequent lifting and/or carrying of objects weighing up to 75 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, feeding and meeting the physical needs of the student.

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: Environment of working with students who have special needs.

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: January 30, 2012, 8:00 a.m., or until position is filled

Contact Person: Dr. Corey Gardenhour, Special Education Director  
423-547-8000 extension 8223