

**ELIZABETHTON CITY SCHOOLS**  
**POSITION ANNOUNCEMENT**  
**AUGUST 23, 2010**

Title: **Part-Time** Teacher Assistant to begin the 2010-2011 school year  
Location: 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. 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. Meet the requirements of first aid and CPR training.

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

**ESSENTIAL FUNCTIONS:**

1. Work with students who exhibit physical aggression.
2. Works with individual students or small groups of students to reinforce learning of material or skills.
3. To provide assistance to the teacher(s) when needed.
4. Check and record attendance.
5. Arrange bulletin boards.
6. Type and duplicate tests, worksheets, and supplementary materials.
7. Assist in supervising students in lunchroom, playground, and bus loading, assemblies, emergency drills, field trips, etc.
8. Operate and care for equipment used in the classroom for instructional purposes.
9. Assist teacher(s) in assimilating materials for class displays.
10. Distributes and collects workbooks, papers, and other materials for instruction.
11. Checks notebooks, corrects papers, and supervises testing and makeup work as assigned by the teacher.
12. Assumes responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of the job.
13. Rides the bus with students as per schedule.
14. Assists with cafeteria (monitoring students)
15. Performs other work-related duties as assigned.

Physical Demands: This job may require lifting of objects that exceed 50 lbs. or the

weight of an average child, 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 and/or kneeling; reaching; talking; hearing; seeing.

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. May not always have privacy or quiet place to work.

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: August 30, 2010, 8:00 a.m., or until position is Filled

Contact Person: Doug Mitchell, Principal 423-547-8130