

HOOD RIVER COUNTY SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: *Teacher Assistant*

Job Summary: The job of “**Teacher Assistant**” is done for the purpose/s of assisting (under direct supervision) in the supervision of students, relieve teachers of routine clerical tasks, and aid in the general management of students.

Essential Job Functions:

- **Performs** recordkeeping and basic clerical functions, scheduling, copying, etc. for the purpose of supporting the teacher in maintaining student files and providing classroom materials
- **Maintains** classroom equipment, student’s files, records, classroom supplies, etc. for the purpose of ensuring availability of items as may be required.
- **Monitors** individual students, classroom and/or playground activities for the purpose of providing a safe and positive learning environment.
- **Maintains** regular and predictable attendance, to meet the needs of the students and the expectations of the District; is on time for assignments.
- **Keeps** program area clean and orderly.

Other Job Functions:

- **Supervises children for the purpose of providing safety in all school settings.**
- **Assists** students with homework, crafts and games.
- **Assists** other personnel as may be required for the purpose of supporting them in the completing of their work activities
- **May prepare** and serves snacks to program participants
- **Confers** with teachers, parents and/or appropriate community agency personnel for the purpose of providing assistance to the teacher when required.
- **Participates** in various meetings for the purpose of sharing information and/or improving one’s skills/knowledge

Essential Job Requirements - Qualifications:

- **Experience Required:** This is an entry level position. Prior paid or volunteer experience with school age children desired.
- **Skills, Knowledge and/or Abilities Required:**

Skills to perform basic clerical functions, perform basic arithmetic calculations, operate standard office equipment, use English in verbal and written form, use correct grammar, punctuation and spelling.

Knowledge of principles of child development, instructional processes.

Abilities to sit and stand for prolonged periods, understand and carry out oral and written instructions, maintain confidentiality of student records, meet scheduled and deadlines, read/interpret/apply rules, regulations, policies, rapidly learn methods and materials used in a variety of instructional situations. Significant physical abilities include reaching/handling, pushing/pulling, talking/hearing conversations, near/far visual acuity.

- **Education Required:** High School diploma or equivalent.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance; successful completion of district-required drug screen; Food Handler’s Card; mandatory annual training.

PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input checked="" type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs

2. Employee may use hands for repetitive:
Single Grasping Pushing and Pulling Fine Manipulation

3. Employee may use feet for repetitive movement as in operating foot controls:
Yes No

4. Employee may need to:

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all

5. Lifting:

<input type="checkbox"/>	Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/>	Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements: