Brunswick County Schools

Official Job Description

TITLE: Teacher Assistant/Bus Driver

PRIMARY FUNCTION:

Under supervision, assists the teacher to maintain classroom activities and environment for student learning. Upon hire, the employee will serve as a substitute bus monitor on an as needed basis when a regular bus monitor is unavailable until receipt of bus driving credentials. Once bus driving credentials are received, the employee will serve as a substitute bus monitor or substitute bus driver on an as needed basis when a regular bus monitor or bus driver is unavailable.

QUALIFICATIONS:

Licensing/Certification:

- Hold a Valid North Carolina School Bus License
- Obtain a Bus Driver's License within 6 months of hire date

Education:

- High School Diploma or GED
- Must have completed at least two years (48 semester hours) of study at an institution of higher education, or obtained an associate's (or higher) degree OR
- 96 documented continuing education hours earned AFTER January 8, 2002 AND passing WorkKeys assessment scores on Workplace Documents (reading), business writing and applied mathematics. Passing scores are a 4 in reading and math, and a 3 in business writing. All of this information must be confirmed by official documentation from the agency which you earned the hours and took the assessments. (WorkKeys assessments can be taken at local community colleges) OR
- If the candidate has met the highly qualified standards in another state, an official letter from the Public School Human Resources office is needed stating the candidate met the "highly qualified standards". Brunswick County will review this information and determine if it meets North Carolina Highly Qualified standards
- Meet all requirements for Every Student Succeeds Act (as mandated)

Experience :

- Two (2) – Three (3) years of experience in a classroom setting preferred
- Or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

ESSENTIAL FUNCTIONS:

- Assists the teacher in leading instructional activities
- Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher
- Guides independent study, enrichment work, and remedial work set up and assigned by the teacher
- Serves as a source of information and help to any substitute teacher assigned in the absence of the regular teacher
- Alerts the regular teacher to any problems concerning individual students
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers
- Participates in in-service training programs as assigned
- Helps students master equipment or instructional materials assigned by the teacher
- Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips
- Operates and cares for equipment used in the classroom for instructional purposes
- Assists the teacher in developing instructional materials
- Assists students in the library or media center
- Assists with lunch, snack clean-up routines, clothing, wash-up, toilet, etc.
- Prepares reports and records.
- Promotes student self-esteem.

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- Checks and reports attendance.
- Serves as a proctor during testing.
- Serves as a school bus driver and/or monitor as needed (See Bus Driver or Bus Monitor job description for specific duties of each position).

Minimum Qualifications:

Knowledge, Abilities, and Skills :

- Principles and practices of PCs and related software.
- Departmental functions, organization, policies, procedures, equipment and techniques.
- Business English, spelling, office equipment and basic administrative skills.
- Working knowledge of the core subjects at the grade level to which employment assignments is made.
- Some knowledge of the school organization and its community.
- Some knowledge of the expected behavior of children, that is the basic characteristics of ages and stages.
- Operate audiovisual equipment and common office machines.
- Make learning aides which will strengthen lesson plans.
- Comprehend the purpose of the teacher-designed strategies as a fulfillment of the instructional objectives.
- Discern significant student behavior and refer this to the supervisor.
- Impart information to the child's behavior and refer this to the supervisor.
- Impartially and consistently administer proper methods of recognition, reward, and punishment
- Solve independently most minor problems.
- Follow minimally detailed written and oral instructions without constant supervision.
- Record and store data accurately.
- Maintain confidentiality of student information.

REPORTS TO: Principal

PHYSICAL DEMANDS:

Typically walking and standing; some lifting and carrying objects weighing up to 20 pounds, carrying and setting up video and computer equipment within the classroom. The work environment exposes employees to potential minor injuries and occasionally adverse weather. Must also meet requirements for a school bus driver.

WORK ENVIRONMENT:

The employee regularly works in indoor classroom conditions. The noise level is usually moderate. Daily contact is made with all classified employees, teachers, administrators and students in person.

TERMS OF EMPLOYMENT: 10-month employee

SALARY GRADE: D

FLSA STATUS: Non-exempt

OSHA: A Teacher Assistant is not to handle any human body fluids, biological agents, laboratory chemicals, or be exposed to hazardous materials such as noise, asbestos, or carcinogens.

ADA: The employer will make reasonable accommodations to enable individuals with disabilities to perform essential job functions in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

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