

## John W. Rex Charter School Job Description

www.johnrexschool.org

Job Title: Teacher Assistant

FLSA Status: Exempt

Reports To: Director of Secondary Education

Salary: \$23,125

Revised: 04/21

Work Schedule: Regular School Calendar & Hours

### **JOB SUMMARY:**

To assist the teacher in the development and teaching of each student in the classroom.

### **EDUCATION/EXPERIENCE:**

High School Diploma or General Education Degree (GED). John W. Rex Charter School is an Equal Opportunity Employer.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Assist teacher or step into her role if necessary.
2. Reinforcement of all academic areas.
3. Reinforcement of discipline procedures.
4. Reinforcement of any behavior modification program.
5. Teach groups or individuals.
6. Assist in lesson plans, developing classroom materials and related projects.
7. Maintain student and classroom files.
8. Accompany students to elective or special classes when necessary.
9. Assist on field trips.
10. All activities related to classroom assistance.
11. Assist in supervision of lunch and recess time throughout the school.
12. Other duties as may be assigned throughout the school building.

### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.

### **MATHEMATICAL SKILLS:**

Ability to plan budgets and use the mathematical skills required to do so. Maintain accurate records and support documentation for projects under the supervision of the position.

### **REASONING SKILLS:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **OTHER SKILLS AND ABILITIES:**

Ability to use computer and computer related programs and other technologies needed to perform essential job functions. Ability to apply knowledge of current research and theory. Ability to

establish and maintain effective working relationships with students, staff, and the community. Ability to organize and chair or facilitate committees and meetings. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

***The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.***