



## TEACHER ASSISTANT (CTE)

### Purpose Statement

The job of the Teacher Assistant (CTE) was established for the purpose/s of providing support to the Career and Technical Education program within assigned educational settings with specific responsibility for working with individual and/or small groups of students; and providing clerical support to teacher/s and staff.

This job reports to the School Site Principal and Career & Technical Teacher

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### Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives in assigned CTE field.
- Assists students, individually or in small groups, with lesson assignments (e.g. read stories, listen to students read, providing writing assistance, reinforce English lessons, provide spelling practice, computer learning programs, etc.) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.
- Assists teachers with classroom assignments, tests, homework, make-up work, etc. for the purpose of supporting teachers in the instructional process.
- Attends meetings and professional development opportunities for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with supervising instructional staff, professional support personnel, and parents for the purpose of assisting in evaluating progress and/or implementing academic objectives.
- Maintains instructional materials and/or manual and electronic files/records (e.g. lessons, pencils, paper, teaching supplies, etc.) for the purpose of ensuring availability of items, and/or meeting mandated requirements.
- Monitors individual and/or groups of students in the CTE setting for the purpose of providing a safe and positive learning environment.
- Performs general clerical tasks (e.g. laminating, making posters, making copies, bulletin boards, filing, newsletters, etc.) for the purpose of assisting teachers with instructional material.
- Reports observations and incidents relating to specific students (e.g. accidents, fights, appropriate and inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.
- Supports Lead Teachers and other school personnel for the purpose of assisting them in the implementation of curriculum and teaching methodologies.

### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.



# Williamson County Schools

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## Job Requirements: Minimum Qualifications

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: understand and apply policies, regulations and/or laws; preparing and maintaining accurate records; and operating standard office equipment including pertinent software applications.

KNOWLEDGE is required to perform basic math functions; read a variety of manuals, write documents following prescribed formats, present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development.

ABILITY is required to schedule activities and work with a wide diversity of individuals; gather and/or collate data, use basic math and job-related equipment. Flexibility is required to work with others in a variety of circumstances and work with data utilizing defined but different processes. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as a team; and working with constant interruptions.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.



**EXPERIENCE:** Job related experience is preferred.

**EDUCATION:** High School diploma or equivalent.

**EQUIVALENCY:** None Specified

**REQUIRED TESTING:**  
Pre-Employment Drug & Alcohol Screening

**CERTIFICATES & LICENSES:**  
None Specified

**FLSA STATUS:**  
Non Exempt

**CONTINUING EDUCATION / TRAINING:**

**CLEARANCES:**  
Criminal Justice Fingerprint/Background Clearance

**SALARY GRADE:**  
Classified