

Name of Employee (Please Print)

Last 4 Digits of SSN

Pitt County Schools Job Description
Exceptional Childrens Teacher Assistant/Bus Driver

Report To: Principal and Teacher/Bus Supervisor

Term of Employment: 10 Months

Supervises: No one

Performance Evaluation: Performance to be evaluated annually by the school principal and the bus supervisor

Education/Qualifications: Associate's Degree or 2 years (min. 64 semester hrs.) of higher education
Computer Skills
Must be eligible for school bus driver's license (CDL).

EC Teacher Assistant Responsibilities:

1. Assist the teacher in implementing each child's Individual Education Program goals and objectives.
2. Assist in planning and preparing the learning environment, setting up centers, and preparing needed materials and supplies.
3. Assist students, as assigned by Principal, with personal care needs (feeding, toileting, etc.) and medical procedures for which trained.
4. Conduct learning exercises with small groups of students.
5. Guide students in developing positive relationships with peers and adults.
6. Assist with the supervision of students to ensure safety at all times.
7. Alert the teacher to special needs of individual students.
8. Collect and display suitable material for educational displays.
9. Develop materials and group lessons to meet instructional objectives determined by the teacher.
10. Correct students' work under the teacher's supervision.
11. Participate in discipline procedures and prescribe consequences for student behavior under teacher supervision.
12. Assist the teacher in devising special strategies for reinforcing behavior or academic skills.