

EC-TA/Bus

13. Serve as the chief source of information and help to any substitute teacher assigned in the absence of the teacher.
14. Help with general housekeeping tasks and to maintain a neat and organized classroom.
15. Maintain confidentiality, especially regarding student information.
16. Follow appropriate communication lines to discuss concerns- i.e.- teacher, principal, EC Program Staff.
17. Adhere to all policies of school and district.
18. Maintain bus license and accept bus driver assignments as needed.
19. Perform other duties as assigned by the classroom teacher and the building administrators.

Your signature below indicates that you agree to perform each of the duties identified on this job description and understand that failure to perform any of the duties may lead to reprimand up to and including dismissal by the Pitt County Schools Board of Education.

Signature of Employee/Date

Signature of PCS Personnel/Date