



**Home of the Keams Canyon
Eagles**
KEAMS CANYON ELEMENTARY SCHOOL
P.O. BOX 397
KEAMS CANYON, ARIZONA 86034
PHONE: 928-738-2385 | FAX: 928-738-5519
Website: KCES.BIE.EDU



POSITION DESCRIPTION TEACHER ASSISTANT

SUPERVISOR: Principal, Lead Teacher and Teacher

PROGRAM: Instructional Program

Introduction: The teacher assistant provides direct support services to the assigned classroom. Provides assistance to the professional teacher in the management of the classroom, preparation of lesson materials and supplies. Supervision of students and school sponsored activities.

Duties & Responsibilities:

1. Provides assistance to the teacher in the delivery of instructional services by conducting large group, small-group, and individual instructional assistance in accordance to lessons plans.
2. Using appropriate strategies and techniques, provides assistance in maintaining order and discipline in the classroom setting, in the cafeteria, on the playground, and other locations within the school or while participating in school activities.
3. Under the direction of the teacher, assists in developing and maintaining student progress and attendance records in accordance with applicable policies, regulations, directives, and guidelines.
4. Under the direction of the teacher, prepares folders, and instructional materials for student use commensurate with the performance objectives and expectations established for each student.
5. Obtains, sets up, and operates classroom equipment including projection screens, computers, I-pads, Chrome Books, laptops, and promethean board.
6. Prepares classroom displays, teaching aids, bulletin boards, and charts for instructional use.
7. Assist head teacher in developing lesson plans and learning goals.
8. Maintain daily records, and data that track student progress and assist student progress when necessary.
9. Foster a positive and collaborative learning environment where the unique needs of all students are met.
10. Arrange educational activities outside the classroom and supervise the students during recess and mealtime.
11. Regularly communicate with family members and other staff, to meet the individual needs of each student.
12. Enure the classroom environment meets standards for safety and cleanliness.

Skills:

1. Positive human relations skills and ability to work with children grades K-6.
2. Possess good English Language and communication skills (reading, writing, and speaking)
3. Have experience providing direct academic instructional services to students.
4. Have general knowledge of instructional strategies and techniques.
5. Ability to work independently and make decisions.
6. Possess computer literacy skills.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the board policy on evaluation of personnel.

Terms of Employment:

1. Full time ten (10) month contract
2. Possess an AA Degree, or 60 credit hours
3. Possess or able to obtain a valid Arizona Driver's license
4. Suitability for employment must be established with an intensive background investigation.
5. Native American Preference

Certification:

REVIEWED BY: _____
Signature: _____ Date: _____

APPROVED BY: _____
School Board President _____ Date: _____

School Board Approval: _____ September 05, 2019 _____