

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7355
Pay Grade: D05

FLSA: Non-Exempt

TEACHER ASSISTANT

MAJOR FUNCTION:

Performs instructional support work assisting the classroom teacher in general clerical and administrative tasks as well as in certain daily classroom activities. Implements goals and objectives established by certified teachers and works directly with children to that end. Work is performed under close supervision of a certified teacher and is reviewed in progress and upon completion.

DUTIES AND RESPONSIBILITIES:

- Carries out clerical duties related to classroom teaching; prepares planned instructional materials, attendance reports, class reports; collects and accounts for monies; checks objective tests papers; maintains supplies and equipment for classroom use
- Requisitions and operates audiovisual equipment for classroom use; monitors classes; files records and materials; types from rough drafts or final copy
- Escorts children to classes or specialized functions
- Performs related work as required

MINIMUM QUALIFICATIONS:

An Associate's Degree or sixty (60) credit hours from an accredited college or university OR graduation from high school or possession of a GED AND a passing score on the Para-Pro Assessment or alternative assessment which meets the federal/state requirements. Teacher Assistants, that work in an instructional capacity must meet a rigorous standard of quality and be able to demonstrate, through an academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).

ISSUED: 10/79 SSN; FORMAT REVISED: 3/88; REVISED: 7/90 MW (Title); BOARD APPROVED: 8/22/90; MQ'S REVISED: 11/91 PBL; BOARD APPROVED: 12/11/91; MQ's REVISED: 5/03 AK; BOARD APPROVED: 06/17/03; REVISED FORMAT & WC 8/04 LMCK; MQ'S REVISED: 1/10 RAS; BOARD APPROVED: 1/26/10

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

TEACHER ASSISTANT

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds			X		
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time			X		
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy			X		
20. Using a keyboard to enter and transform words or data			X		
21. Using a video display terminal			X		
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls		X			
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Teacher Assistant – PESPA