

The Board of Education authorizes the Superintendent to maintain job descriptions which shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

The job description for the Superintendent shall be defined as a policy of the Board.

All other job descriptions shall be defined as administrative guidelines of the Superintendent.

### **Job Title: Title I Teaching Assistant**

Classification: Parapro  
Reports to: Principal/Title I Director  
Evaluated by: Principal/Title I Director

#### **Job Summary:**

The Title I Teaching Assistant's job is to independently tutor and supervise students grades K-12 in the title I program by following instructional goals set-up by the Title I and regular classroom teachers. And, to aid teachers in the instruction of Core Curriculum subjects to Title I students.

#### **Essential Duties and Responsibilities:** *Other duties may be assigned.*

The Title I Teaching Assistant of Buckley Community Schools:

- Assists students with academic assignments.
- Aids teachers in the after-school tutoring program.
- Supervises testing for teachers.
- Maintains database processing of Title I information.
- Maintains all inventory of all title I materials.
- Tutors students through the use of computers and technology.
- Responsible for visual learning environment, including designing learning bulletin boards and Title I classroom set-up.
- Attains to task set-up by the Title I and regular classroom teachers which will aid in the instruction of Core Curricular subjects to title I students (example: making charts, graphs, MTW materials, learning posters, flashcards, learning logs, etc.)
- Photocopies materials needed by the Title I teacher.
- Types Title I parent letters.
- Attends workshops and in-services on child education (paid for by Title I).
- Coordinates with Title I teachers, teaching staff, parents, administration, and secretaries.

#### **Knowledge and Skills Required:**

1. High School diploma and meets other educational requirements established by the Board of Education.

2. 30 hours of college education or equivalent experience/training in child education.
3. Qualified for Title I position in terms of current federal requirements.
4. Demonstrates strong verbal and written skills that include correct usage of Standard English grammar, sentence structure, punctuation and vocabulary.
5. Demonstrates ability to accurately and expediently perform math skills comparable to those related to the job assignment.
6. Ability to maintain a controlled academic learning environment with high school students.
7. Ability to academically tutor students grades K-12.
8. Ability to effectively communicate both verbally and in writing with students, teachers, staff, and parents.
9. Demonstrates the ability to type and/or use a computer for word processing.
10. Willingness to expand and improve skills related to job assignments.
11. Self-motivated.
12. Dependable and of good moral character.
13. The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

*The information contained in this job description is for compliance with American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this and additional duties may be assigned.*

In signing this job description, you are acknowledging that you have completely read through this document and will comply with the responsibilities and expectations given above for Buckley Community Schools.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name