



Lone Jack C6 School District Teacher Assistant

Reports to:	Building Principal	Department:	Staff
Type of Position:	Non-Contracted	Classification:	Exempt
		Length of Contract:	156 days

Qualifications

Education: Minimum of 60 college credit hours

Must be able to get along well with others.

Must be able to bend and stretch to reach high and low places.

Must be able to lift thirty pounds.

Summary

The Teacher Assistant position has various duties and responsibilities. These duties are essential to help our Early Learning staff provide quality resources and programming for students and teachers.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Reports To:

- Pre-Kindergarten Classroom Teacher
- Building Administrators

Essential Duties and Responsibilities of a Teacher Assistant

- Assists the teacher with executing instruction and evaluating its effectiveness.
- Monitors student behavior and helps maintain classroom management.
- Assists students with learning and reinforces and clarifies instruction and expectations.
- Maintains standardized records and documentation concerning the progress of students.
- Performs various clerical duties such as maintaining records of student progress, developing and filing incident reports; grading student papers, and monitoring daily attendance.
- Ensures the safety of the students within the classroom, on field trips and throughout the school.
- Plans, prepares, and develops various teaching aids for use in the classroom, including activity sheets, drawings, and similar handouts.
- Follows written and oral directions provided by the classroom teacher and/or administration..
- Pays attention to detail and has effective communication skills.

- Performs miscellaneous job-related duties as assigned by classroom teacher and/or administration

Evaluation of Performance and Employment

The evaluation of performance will be conducted by the LMS & building principals based on locally developed standards, which align to the Missouri Educator Evaluation System. These locally developed standards are consistent with the items listed in the Essential Duties and Responsibilities section of this document. The Teacher Assistant will be considered for employment at the regular April meeting of the Board of Education, as per the recommendation of the principal.

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age or use of leave protected by the Family & Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

Please report any incidents of bullying or harassment to your building
Title IX Coordinators & Compliance Officers.

Lone Jack Elementary
Jesi Cygan, Principal
600 N Bynum
jcygan@lonejackc6.net
816-697-3539

Lone Jack Middle & High School
Todd Brendel, MS Principal
313 S Bynum
tbrendel@lonejackc6.net
819-697-3539