

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**JOB TITLE:**           **Teacher Assistant**

**REPORTS TO:**       **Building Principal**

**JOB SUMMARY:**     Assists the teacher with students.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Reads and abides by the Pennsylvania School laws and regulations, Federal and State laws, and regulations governing educational and civil rights of students and others, Child Protective Services Act, the policies of the Board of Education, administrative manuals, and the terms of the Collective Bargaining Agreement.
2. Communicates clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and support staff, students, parents, and community.
3. Relieves the professional employe of such tasks as operating equipment, collecting and dispersing materials, checking completion of assignments and monitoring students when appropriate.
4. Arranges curriculum materials which reinforce skills for individual learners as prescribed by the classroom teacher.
5. Conducts activities to reinforce basic skills of individual learners or in small group settings.
6. Uses curriculum materials to reinforce skills of individuals or small groups of students under the supervision of the classroom teacher.
7. Constructs supplementary materials for the teacher.
8. Under the supervision of the teacher, administers teacher selected diagnostic test when appropriate.
9. Functions as a part of the teaching team.
10. Performs other duties as assigned.

**QUALIFICATIONS:** An Associates degree, 48 credits beyond a high school diploma or a passing grade on the state approved assessment. Requires an understanding of children and the ability to work with children and adults. Demonstrates an acceptable use of oral and written communication skills. Demonstrates knowledge of the learner's community and effectively uses that knowledge by acting as a positive liaison between the school and the family.

**REQUIREMENTS:** Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

**PHYSICAL DEMANDS:** Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some standing, walking/moving throughout the work environment.

**SENSORY ABILITIES:** Visual acuity and auditory acuity.

**WORK ENVIRONMENT:** Typical school environment. Subject to inside environmental conditions.

**TEMPERAMENT:** Must possess excellent interpersonal skills. Must be cooperative, congenial, and service-oriented. Must be able to work in an environment with frequent interruptions.

**COGNITIVE ABILITY:** Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks and to exercise good judgment.

**SPECIFIC SKILLS:** Must possess computer skills and ability to operate various office equipment.

**CLASSIFICATION:** Support staff; Teacher Assistant 10 month classification. Cabinet Code – L.

**EVALUATION:** Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*

8/2/06-bac