

CHEYENNE RIVER SIOUX TRIBE
CHEYENNE EAGLE BUTTE SCHOOLS
TITLE I PROGRAM
TEACHING ASSISTANT

DESCRIPTION OF WORK

General Statement of Duties: The Teaching assistant will perform duties in support of professional education personnel in education activities.

Supervision Received: Works under the immediate supervision of the building principal and the general supervision of the CRST Title I Director.

Supervision Exercised: None

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Supervises teacher planned activities; works in small groups with students.

Supervise or facilitate individual programs.
Listen to students.

Supervises students, assists in solving minor problems and report major problems to the proper authority.

Assists students with activities in the areas relating to self-help and independent living skills.

Keeps informed as to special student contracts or agreements.

Informs the teacher of any difficulties, confusion, health problems, or unsatisfactory behavior.

Assists students in following the Teacher's directions.

Performs noon duty and recess duty with other school staff as assigned by the building principal.

Relieves assigned classroom teacher for conferences and emergencies.

Supervises orderly movement of students.

Assists the teacher with record keeping duties such as attendance, correcting work, and filing.

Attends and participates in regular staff meetings and training as required.

Demonstrates a professional attitude: includes suitable personal appearance, prompt and regular daily attendance, and maintaining a neat work area.

Participates in IEP meetings.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills, and Abilities: Ability to communicate effectively verbally and in writing. Ability to follow written and verbal instructions. Ability to establish and maintain effective working relationships with school staff, students, and parents. Must adhere to established professional standards, particularly in the areas of accuracy and following timelines. Professional behavior is a must especially in the area of confidentiality. Applicant is required to demonstrate specific skill competencies. Must be in compliance with the Educational Requirements of the No Child Left Behind Act for Paraprofessionals.

Education: High School Diploma or GED Certificate required. Associate Degree preferred in related field of study or a minimum of forty eight (48) college credit hours (please attach transcripts) or has passed the Para Professional Test (please provide certificate).

Experience: None.

Special Requirements: Must be able to pass Federal, State, and Tribal Criminal Background checks in accordance with P.L. 101-647, P.L. 101-630, and Resolution No. 86-2013-CR." Pre-employment physical required.

Must maintain strict confidentiality.

Revised Date: 08/19/2015