

**WILLCOX UNIFIED SCHOOL DISTRICT NO. 13**  
**480 NORTH BISBEE AVENUE**  
**WILLCOX, ARIZONA 85643**

## **JOB DESCRIPTION**

**TITLE:**

Teacher Assistant/Educational Professional

**POSITION SUMMARY/JOB GOAL:**

Assists the teacher in providing a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional programs and available resource materials.

**REQUIREMENTS:**

High School Diploma or G.E.D. required. Associates degree (or higher) or completion of two years (60 semester-hour credits) of study at an institution of higher learning required: Or the successful completion of AZ Dept. of Education approved Academic Assessment Test (transcripts or test results must be provided). Demonstrated verbal, written, math and computer skills required. Any equivalent combination of training, education and experience that meets minimum requirements is acceptable. FBI fingerprint background check required.

**REPORTS TO:**

Principal

**ESSENTIAL FUNCTIONS:**

**(THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED)**

- Assists individual or groups of students in performing assignments per teacher's guidelines. Explains and reviews lesson assignments. May assist students in the use of the English language when required.
- Prepares for daily classroom activities (lesson plans, instructional games, etc.) through joint and cooperative advanced planning with supervising teacher. Prepares needed materials and supplies.
- Assists students with special projects such as computer lab, sewing, cooking, etc.
- Assists individual students in need of special attention.
- May develop and implement specific lesson plans at teacher's request in some subject areas.
- Score tests, workbooks, book reports, assignments and homework in accordance with teachers' answer key. Records grades and scores in teacher's grade book or into computer record.
- May perform clerical functions such as typing, copying, filing, laminating, etc.
- Compiles honor rolls lists and assists in preparation of report cards.
- Assists teacher in test administration. May assist teacher in parent/teacher/staff conferences as required.
- Assists in preparation of bulletin boards and various classroom theme decorations throughout the school year.
- Monitors student behavior, assisting in disciplinary measures as needed. Models appropriate behavior at all times.
- Attends instructional classes and workshops for professional development and improvement.
- Performs all related duties as assigned.

**PHYSICAL TASKS:**

Work involves the performance of duties where physical exertion is required only to supplement normal sedentary work. Assistance is available to perform physically demanding tasks if needed. Work may

involve sitting for extended time periods, standing, walking, stooping, bending, reaching and grasping. Occasional lifting and carrying weights up to 50 pounds may be required. Vision and hearing must be acceptable to perform job functions. Verbal communicative ability required in public contact positions.

**MENTAL TASKS:**

Communicates and comprehends. Performs functions from oral and written instructions and district policies, evaluates written materials.

**EQUIPMENT, AIDS, TOOLS AND MATERIALS:**

Operates standard office equipment, such as typewriters, computers, printers and copiers and electronic interactive media (video, etc.).

**WORKING CONDITIONS:**

Works indoors – classroom environment. Outdoors – playground, exposure to all weather conditions and temperatures. Exposure to noise, dust and fumes. Extensive contact with students and teachers.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of support staff (GDO).

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Superintendent)

REVIEWED AND  
AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Incumbent)