



Job Title: **Teacher Assistant**

Department: School Improvement/School Operations

Reports To: Site Administrator

Grade: Hourly Grade 3 if Highly Qualified by Test
Hourly Grade 6 if Highly Qualified by Education

Number of Days: 172

Security Access: None

Overtime Status: Non-Exempt

Last Revised Date: January 18, 2017

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: To assist the teacher in maintaining appropriate classroom activities and environment so that students may learn effectively.

Minimum Qualifications:

Education:

- High School diploma or equivalent in required

- At least 48 hours of approved college credit or an associate degree from an accredited school is required for those in a Title I school; this is preferred for those in non-Title schools

Other:

- Must pass Highly Qualified if less than 48 hours of approved college
- Ability to work cooperatively and collaboratively with others
- Demonstrate self-discipline and initiative
- Follow federal, state and district guidelines

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Participates in daily and long-range lesson and classroom activity planning
- Conducts learning exercises with small groups of children
- Guides children in working and playing harmoniously with other children
- Alerts the teacher to special needs of individual children
- Provides escort and assistance to children as necessary
- Listens to the students in recitation, reading, and other curriculum tasks, guiding and helping them but not teaching them
- Helps maintain individual records for each child
- Fosters good eating habits and table manners in children
- Assists teacher in maintaining neat work and study areas
- Assists with the supervision of children during regular play periods
- Collects and displays suitable material for educational displays
- Under the supervision of the teacher, works with small groups of students to reinforce material initially introduced by the teacher
- Accompanies the student when trips to the office or school nurse are necessary
- Enforces school board policies and regulations
- Provides support instruction following the initial instruction by the lead teacher
- Actively participate in full implementation of the TPS model for school improvement
- Inputs data and runs selected reports from developed software; the database includes students, teachers, and classes
- Performs routine daily and weekly procedures needed to operate the TargetTeach system which include:
 - Entering test answer keys
 - Printing/scanning student answer sheets
 - Generating reports
- Maintains an orderly lab environment
- Works cooperatively with teachers, administrators, Instructional Facilitator and consultants to ensure a smooth operation
- Generates appropriate summary reports for program monitoring and evaluation
- Displays ability to work collaboratively with others on a team
- Assists in other tasks including but not limited changing diapers, and clothing as requested by the teacher or principal

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to work collaboratively with staff and students
- Ability to operate various office computers, fax machines and copiers
- Ability to be flexible and perform multitask successfully

Supervisory Responsibility:

- This role does not supervise any individuals

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Regular classroom environment, including being able to sit or stand for long periods of time without a break, etc.
- Normal effort of occasional periods of moderate physical activity

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.