



OPPORTUNITIES IN ALBEMARLE COUNTY



NOTICE OF VACANCY

TEACHER ASSISTANT

The Teacher Assistant performs responsible administrative, clerical and human support work assisting the classroom teacher in the management and instruction of students. All work is performed under the direction and supervision of the classroom teacher, however, the aide may independently carry out particular aspects of the instructional program which include activities outside of the normal school facility. Essential functions include, but are not limited to, the following:

- ◆ assisting the teacher with instructional activities; carrying out follow-up and review lessons;
- ◆ carrying out appropriate behavior management programs, under the direction of the teacher;
- ◆ assisting teacher in maintaining appropriate level of classroom behavior and control;
- ◆ developing and maintaining a pleasant and orderly classroom environment (i.e., maintaining instructional materials, designing bulletin boards and assisting special education teacher and/or student in clean up activities);
- ◆ assisting students in completion of learning tasks assigned by classroom teacher;
- ◆ assisting teacher in related instructional activities (e.g., field trips, library, assembly, etc.) as directed;
- ◆ performing such clerical duties as typing, filing and duplicating at direction of classroom teacher;
- ◆ assisting in physical movement of student from one learning environment to another;
- ◆ performing such duties as attendance recording and collection of lunch monies as directed;
- ◆ supervising students in lunchroom or during lunch period, during free time and other non-instructional periods as directed by classroom teacher.

QUALIFICATIONS: Candidates should have a general knowledge of student instruction and management practices, procedures and techniques, as well as a knowledge of school system rules and procedures. Also required is the ability to guide, direct, teach and control students, to understand and follow written and oral instructions, and to establish and maintain effective working relationships with students, parents and staff. Education and experience equivalent to graduation from high school including clerical training is required. Experience in working with school-aged children is preferred.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS: Duties are performed typically in school settings to include: classroom, gym, auditorium and recreational areas. This position requires frequent walking, standing, light lifting (up to 40 pounds) and other limited physical activities. Occasional travel with students on field trips is necessary. Frequent movement of students by wheelchairs and other mechanical devices may be required. Occasional lifting of equipment such as audio-visuals weighing up to 50 pounds may be required. Daily contact with the primary classroom teacher(s). Daily personal and close contact with children is required to provide classroom management and learning environment support. Regular contact with other staff members, parents and medical professionals may be required.

SALARY: \$10.09- \$12.11/Hourly, depending on experience and qualifications

QUESTIONS: [John McQuilkin](#)—Elementary School Positions
[Jennifer Weller Kim](#)—Middle and High School Positions

DEADLINE FOR APPLICATIONS: Until filled or otherwise noted.

APPLY: online: www.albemarle.org

Terminals available: Albemarle County, Human Resources Department
401 McIntire Road, Charlottesville, VA 22902
(434) 296-5827

2C11/05

EQUAL EMPLOYMENT OPPORTUNITY

Albemarle County does not discriminate on the basis of race, creed, gender, national origin, age, military service or disability. Reasonable accommodations will be provided for persons with disabilities if requested.