South Tippah School District
Teacher Assistant
Job Description

Qualifications:
High School Diploma or GED Certificate &
A minimum of 48 semester hours of college credit or has successfully passed the
Mississippi Department of Education approved exam.

Reports To:
Principal/Assistant Principal

Job Goal:
To assist the teacher in maintaining appropriate classroom activities and a learning
environment in which all students may learn effectively

Duties & Responsibilities:
1. Participates in daily and long-range lesson and classroom activity planning
2. To assist, as directed, in improving students' reading skills and basic skills in all
   academic areas
3. To operate within all of the school districts policies and procedures
4. To promote a positive image of the school district program to the public
5. To work harmoniously with staff and students
6. To contribute to the development and implementation of a successful instructional
   program and to student learning
7. Maintain confidentiality of situations occurring at school
8. Alerts the teacher to special needs of individual students
9. Provides escort and assistance to students as necessary
10. Helps maintain individual records on each student
11. Assists with the supervision of students at all times during the school day
12. To assist in any other areas deemed appropriate by the principal/assistant principal
    during the school day

Terms of Employment:
Salary and work year are determined by the School Board

Evaluation:
Performance in this position will be evaluated annually, by the Principal/Assistant
Principal in accordance with provisions of the Board's policies on evaluation.

Approved by: _____   Date: _____

Agreed to by: _____   Date: _____