

DUMAS ISD
Title I, Part A Teaching Assistant
Job Description

Student Management

- 10. Provide orientation and assistance to substitute teachers.
- 11. Keep teacher informed of special needs or problems of individual students.

Other

- 12. Participate in staff development training programs to improve job performance.
- 13. Participate in faculty meeting and special events as assigned.

Supervisory Responsibilities:

None.

Equipment Used:

Copier, personal computer, typewriter, and audiovisual equipment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____