

# SOUTHAMPTON COUNTY SCHOOLS

P.O. Box 96 • Courtland, VA 23837  
Phone (757) 653-2692 • Fax (757) 653-9422

Dr. Alvera J. Parrish, Division Superintendent

Dr. Deborah Goodwyn, Chairman  
James Pope, III, Vice-Chairman

## JOB DESCRIPTION

**Job Title: TEACHER ASSISTANT**

**Reports To: Principal and/or Classroom Teacher**

**Location: Elementary School**

### Primary Function:

To assist teachers in providing for the individual needs of the student in order for each student to achieve his/her maximum academic and social potential.

### DUTIES AND RESPONSIBILITIES

- Ensure that students with disabilities are receiving a free and appropriate education in the least restrictive environment.
- Exhibit a strong commitment to improving academic and social achievement for students with disabilities.
- Assist division and area teams, administration, licensed, and support staff with the effective implementation of federal, state, and local mandates.
- Assist IEP team in providing small group instruction to meet instructional needs and/or IEP goals.
- Monitor, on a regularly scheduled basis, confidential folders and IEPs to ensure accuracy, completeness, and compliance.
- Assists IEP team in establishing a positive instructional/learning environment that reinforces appropriate student behavior, according to student interests and abilities and is conducive to learning.
- Assists IEP team in developing, adapting/modifying and sequencing a variety of instructional activities to meet the students' individual goals/objectives.
- Assists IEP team with establishing/implementing classroom routines and management systems for students in alignment with program expectations.
- Assists IEP team in establishing a varied environment which accommodates the differing manners by which children learn.
- Assists IEP team with employing appropriate instructional and assistive technology to engage students.
- Assists paraprofessional staff assigned to classrooms with maintaining appropriate expectations and instruction, as necessary.
- Assists IEP team with developing instructional materials and employing strategies appropriate to student needs.
- Participates in professional development activities in order to maintain and improve professional competence.
- Collaborate with the special education teacher and governing body to ensure that the requirements of the IEP are met in terms of accommodations and adjustments.
- To perform other duties as assigned by the building principal.

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Christopher Smith

Newsoms District  
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At Large  
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## QUALIFICATIONS:

- Hold at least a high school diploma or equivalent (G.E.D.).
- Demonstrate basic reading, writing, and computer skills.
- Demonstrated the personal characteristics necessary for working effectively with administrators, teachers, students and parents.

## EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of classified personnel.

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