

Fort Worth Independent School District

Job Description

Title	<u>In House Teacher Assistant - Metro Opportunity</u>
Building/Campus	#019 Metro Opportunity High School
Duty Days	183
Req #	2077 - 1
Pay Grade	S05
Salary: From	21,121.00
Salary: To	26,383.00
General Summary	Provide an orderly and productive learning environment for students who have been assigned to the In-House Suspension Center under the general guidance of the Site Administrator.
Job Duties	<ul style="list-style-type: none">· Check and record students' attendance.· Establish and maintain standards of student behavior.· Receive and process individual assignment sheets for students assigned to the in-house suspension center. · Distribute assignment sheets from classroom teachers to individual students.· Monitor progress of students in completing assignment from teachers while they are assigned to the center. · Report to the site administrator students who are uncooperative or whose behavior is unacceptable.· Keep site administrator apprised of special needs and/or problems of individual students.· Participate in staff development training programs to improve job performance, as necessary.· Attend all in-service or faculty meetings, as requested.· Maintain a neat and orderly learning environment.· Perform other job related duties as assigned.
Job Qualifications	<ul style="list-style-type: none">· Associate's degree or forty-eight (48) semester hours of college credit with emphasis on a major academic area (i.e., English, language arts, psychology, mathematics, sciences, social sciences) or HSD/GED plus pass ParaPro assessment test or HSD/GED plus completed the four-day FWISD workshop. · Valid Texas Educational Aide II Certification.· Two years experience in working with students.· Ability to:<ul style="list-style-type: none">· operate personal computers and utilize applicable software applications.· assist in instructing reading, writing, and mathematics.· work well with children.· cope with a variety of students in varied and sometimes stressful situations.· communicate effectively.· Knowledge of:<ul style="list-style-type: none">· the District's policies and procedures.· classroom techniques and etiquette.· correct English usage, grammar, spelling, punctuation, and vocabulary.· interpersonal skills using tact, patience and courtesy.
Application Requirements	Must complete an online application and attach a resume. Two job related reference letters required if hired. Appropriate license(s)/certification(s) required if hired. Official transcripts required if hired. All foreign transcripts must be equivocated through an approved agency. (Click here for equivocation list)
Additional Job Information	<u>PHYSICAL JOB REQUIREMENTS</u> PHYSICAL DEMANDS REFERENCE Occasionally (0-33% of day, 0-32 repetitions) Frequently (34-66% of day, 33-200 repetitions) Constantly (67-100% of day, >200+ repetitions)

PHYSICAL DEMANDS

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

ENVIRONMENTAL CONDITIONS

Indoors, in controlled environment, exposed to weather elements when driving which is approximately one time every two weeks.

A detailed list of physical job requirements is available from the Compensation Department.

These statements are intended to describe the general nature and level of work performed by people assigned to this job. They are not intended to be an exhaustive list of all job responsibilities.