

GREASEWOOD SPRINGS COMMUNITY SCHOOL

Position Description

POSITION TITLE:	Teacher Assistant (K-8)	CLASSIFICATION:	Non-Exempt
CONTRACT TERM:	School Year	BOARD APPROVAL:	4/08/2026

POSITION SUMMARY

The Teacher Assistant will be assigned to assist classroom teachers in multilevel grades and provide support to assigned students by developing, nurturing and sustaining a classroom climate conducive to student learning.

DUTIES AND RESPONSIBILITIES

1. Assists the Teacher in introducing or teaching part of a lesson under the guidance of the Teacher.
2. Assists the Teacher in preparation of instructional materials and implementation of lesson plans and provides routine support.
3. Answers questions, goes over lessons and helps students individually.
4. Encourages students to demonstrate self-discipline, responsibility, productivity and cooperation.
5. Supervises students as they go to special classes, lunch, playground, Nurse Assistant, recess and to and from the bus.
6. Keeps classroom neat and in order.
7. Assists the Teacher in providing an interesting, motivating and enthusiastic environment by arranging space to provide for small group, individual, partner, and whole group learning.
8. Maintains a clean, safe and secure environment ensuring student supervision at all times as appropriate.
9. Maintains harmonious working relationships and standards of mutual respect, dignity, and fairness.
10. Completes tasks on time, works under pressure, will keep accurate grades and attendance records.
11. Acts professionally, maintains good attendance, is punctual and dependable.
12. Acts in the best interest of the School; in accordance with the Vision, Mission and Improvement Plan.
13. Adheres to GSCS policies, rules and regulations and those of BIE, federal, state and local entities.
14. Collaborates with others to monitor Improvement Plan goals, analyze data, and plan for improvement to achieve GSCS School Improvement Plan goals.
15. Participates in designated trainings and meetings and uses knowledge and guidance from them.
16. Presents accurate information and uses clear and effective written and oral communications.
17. Participates in committees and sponsors student activities.
18. Attends and participates in committee meetings, in-service trainings and related activities consistent with duties and school improvement outlined in the School Improvement Plan.
19. Performs other duties as assigned by supervisor, including those related to functions and activities outside normal duties and hours of work.

ORGANIZATIONAL RELATIONSHIP

The Teacher Assistant is responsible to the Head Teacher.

NECESSARY QUALIFICATIONS

1. AA degree or 64 credit hours required.
2. Must be computer literate in Word, Excel and educational software
3. Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
4. Successfully pass background investigation by demonstrating a successful work history at the last three (3) employers and for at least the past five (5) years. A successful work history includes positive evaluations, positive conclusion to the employment relationship and successful multi-term employment in which goals were achieved.
5. Knowledge and familiarity with the Navajo language, culture and people preferred.
6. Sensitive to Navajo traditional and cultural teachings, knowledge of subject matter and effective practices.
7. Computer literate and have ability to operate various technology and computer equipment.
8. Holds and maintains a valid AZ motor vehicle operator's license and driving record satisfactory to the School's insurance.
9. Must successfully complete First Aid, CPR, Security Awareness and Defensive Driving training.

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CERTIFICATION

The statements outlined in this position description are intended to describe the general nature and level of work being performed by people assigned to this position. This is not intended to be construed as an exhaustive list of all responsibilities, duties and skills that may be required. This position description is subject to review and change.

I received a copy of my position description and carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete and accurate.

Employee signature

Date

Supervisor signature

Date