

**Hernando County School Board
Florida**

FLSA: Exempt, Union

ELEMENTARY ASSISTANT

Required Qualifications:

- Bachelor's Degree
- At least three (3) years of successful teaching experience in the elementary grades (K-5)
- Certification and/or degree in Elementary Education, early childhood, reading, supervision or curriculum
- Training in all competencies as required by the state of Florida
- Ability to work with and relate to students, faculty, staff, administrators, parents and community
- Supervisory skills
- Knowledge of testing materials and procedures
- Knowledge of elementary curriculum and developmental characteristics of children through age 12

Performance Responsibilities:

- Assist in the coordination of all services and programs including screening and identification processes, further assessment, evaluation and assignment of children in appropriate strategies and/or programs
- Serve as chairperson of student services committees as needed
- Support and assist classroom teachers in implementing teaching strategies, identifying appropriate activities, organizing and managing the classroom, selecting materials and identifying specific needs of children; supervise teacher assistants in implementing strategies
- Provide leadership in curriculum development, implementation and evaluation
- Plan and conduct inservice for teachers and teacher assistants
- Maintain accurate data and prepare such reports as required by the district and state; assist with entry and withdrawal of students, attendance procedures and other record-keeping as needed
- Monitor and provide assistance in meeting the instructional staff competencies; assist with program evaluation
- Assist in providing parental involvement activities and parent education, and act as a parent liaison
- Assist in communication of information and research relative to elementary curriculum and programs
- Establish and facilitate articulation within and across grade levels including pre-kindergarten and middle schools
- Attend local, regional and state meetings as required
- Perform other duties as assigned by the principal and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the principal and/or designee

Evaluation:

Annual evaluation done by the principal and/or administrative designee

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule - Instructional

Job Code:

63100

Board Approved: 04/21/92
Revised: 01/20/09, 05/17/11