Teaching Assistant

Definition of Class
This is a non-supervisory position in which the incumbent provides assistance to a teacher during the day-to-day activities in a pre-school setting.

Examples of Work Performed
Assists the teacher with classroom activities.

Distributes materials, monitors participation, and cleans up after children participate in-group activities.

Assists teacher by helping children manipulate materials.

Supervises children on the playground to insure that they play safely.

Distributes snack materials, including using a microwave to heat items as needed.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Assists pre-school teacher daily.
2. Supervises children during play and snack time.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.
- Vision: Requirements of this job includes close vision and color vision.
- Speaking/Hearing: Ability to give and receive information through speaking and listening.
- Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; use hands to finger, handle, or feel objects, tools or controls. The incumbent is periodically required to stand and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch or bend.
Experience/Educational Requirements:

**Education:**
Graduation from a standard four-year high school or equivalent (GED).

AND

**Experience:**
One (1) year related experience.

**Certification:**
Incumbent must obtain Cardio Pulmonary Resuscitation (CPR) training and certification within the first two months of employment with recertification every two years.

Incumbent must complete contact hours of staff development as defined by the Mississippi Department of Health, annually.

Background Requirements
This position requires a background check upon hire.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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