

PLEASE POST

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**PUBLIC SCHOOLS OF ROBESON COUNTY
P.O. BOX 2909
LUMBERTON, NC 28359
(910) 671-6000**

VACANCY ANNOUNCEMENT

DATE: April 19, 2024

POSITION: Exceptional Children's Teacher Assistant **Starts 2024-2025 School Year**

SALARY: **GRADE 56: \$2,704.00 monthly – Starting Salary**

DEADLINE DATE FOR RECEIVING APPLICATIONS: May 2, 2024

WORK LOCATION: **TO BE DETERMINED**

EMPLOYMENT: 10 months

REQUIREMENTS:

- Valid North Carolina driver's license
- Completion of 48 semester hours of college credits or an Associate Degree (Official Transcript Required)
- Excellent communication skills (oral and written)
- Availability and willingness to work extended hours
- Above average interpersonal skills

DUTIES/RESPONSIBILITIES:

- Instructional Assistance:
 - Cooperates in developing procedures for the classroom.
 - Assists in the preparation of materials.
 - Maintains awareness of goals and objectives of supervising teacher.
 - Assists in implementing the planned program.
 - Provides information to teacher(s) concerning program evaluation.
 - Participates in and facilitates activities to improve effectiveness of the total school program.
 - Carries out student supervisory duties in a prompt and responsible manner to ensure a safe and healthful environment.
- General Classroom Assistance
 - Exhibits positive behavior toward children, parents, staff and administrators.
 - Represents the needs of school and children to parents and the community in a positive manner.
 - Conducts self as a positive role model in the school and community.
 - Assists students with understanding, interpreting and adhering to laws, rules, and regulations.
 - Shares the responsibility for school cleanliness and neatness.
 - Assists in developing good housekeeping skills and regard for the environment both inside and outside the classroom.
 - Performs other duties and responsibilities as assigned by the supervisor.

INSTRUCTIONS TO APPLICANTS

1. The stated deadline will be strictly adhered to. All applications must be on-line with the **Public Schools of Robeson County** by **5:00 p.m.** on the stated deadline date in order to be considered for the position.

2. **New Applicants:** Must submit an **on-line application at:** <https://robeson.tedk12.com/hire/index.aspx>
Active Applicants: Must **apply** for **this** job opening at: <https://robeson.tedk12.com/hire/index.aspx>
Current Employees: Must submit a **letter of interest and resume** for **this** specific job opening.

Public Schools of Robeson County
Attn: Human Resources Department
Post Office Drawer 2909
Lumberton, NC 28359
Telephone Number: (910) 671-6000

3. **Selection Process:** All applications received for this position will be reviewed by the Principal and the Human Resources Department. Selected applicants will be contacted for an interview. **All applications** will be retained on an active status for a period of **one (1) year**.

The Board of Education for the Public Schools of Robeson County is an equal opportunity employer.