Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 8/1/2025

Teacher Assistant, Alternative Education

Pay Scale: B
Level: 4
FLSA Status: Non-Exempt
Job Family: Teacher Assistant
Primary Location: School-Based

Department Overview
The Department of School Leadership provides leadership and support to all school principals and leads schools in a continuous school improvement process designed to accomplish the mission and strategic goals established by the school division. The Department of School Leadership includes the Chief of Schools and the offices of Elementary School Education, Middle School Education, High School Education, Athletics and Activities, and School Administration.

Job Overview
The Teacher Assistant, Alternative Education is responsible for assisting the teacher by performing instructional duties, preparing classroom materials, supervising student behavior, learning and applying specific behavior management techniques, performing clerical duties, and providing assistance with personal hygiene and physical care needs as required. The work is performed under the guidance and supervision of the teacher.

Roles and Responsibilities
The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Provides individual and group instruction on activities as instructed; demonstrates and assists students with skill development such as ABC sequencing, visual discrimination, word rhyming, and letter-number matching; monitors art project programs including preparing the materials and cleaning up
- Implements behavior modification plans and provides discipline in the absence of the teacher; supervises learning centers and participates in classroom activities; monitors students during recess and assists them during the lunch period
- Prepares the classroom and helps settle the students by organizing the room and materials, assisting students off the bus, recording attendance, and taking the snack count; sets up and operates audio-visual equipment such as opaque, movie, and filmstrip projectors and video cameras
- Practices individual speech sounds, vocabulary, and syntax objectives with students as directed by the speech therapist; reads to students and asks questions to stimulate language development; presents language activities involving expressive and receptive areas of development
- Performs clerical tasks such as filing and photocopying; makes arrangements for field trips.

Qualifications
Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education
High School Diploma or GED

Experience
Experience as a teacher aide or working with children

Licenses and Certifications

Knowledge, Skills and Abilities

- Ability to work under the supervision of the teacher, including following lesson plans prepared by teachers; to record data and verbally describe student progress and difficulties; to work effectively with individual children and small groups, meeting the instructional objectives as established by the teacher
- Ability to take initiative in recognizing an immediate need and meeting it without specific instructions
- Ability to lift, position, and physically assist students
- Ability to learn to perform individual medical procedures
- Ability to operate standard office equipment and to learn to operate video equipment
- Good human relations and communications skills, including patience and flexibility

Physical Requirements
The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Work requires frequently sitting and/or remaining in a stationary position for long periods of time; exerting up to 25 pounds of force occasionally and negligible amounts of force frequently to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment
The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure
Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without accommodation.

Remote Work Disclosure
The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these

employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.