CENTER GROVE COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION

Position Title	**Classroom Assistant, Grades K-5**
Building/Department	**Assigned Elementary School**
Supervised & Evaluated By	**Building Principal or Designee**

Position Details:
Days Per Year: **180**
Hours Per Day: **3.5 or 7**

Employment Status:
- ☐ Full-Time Employment
- ☑ Part-Time Employment
- ☐ Temporary Employment
- ☐ Seasonal Employee

Benefit Level:
- ☐ **A Certified Administrators**
- ☐ **B Directors and Coordinators**
- ☑ **C Support Staff**
- ☐ **D "Other" (No Benefits)**
- ☐ **Bargaining Unit**
  Master Teacher Contract

FLSA Overtime Status:
- ☐ Exempt
- ☑ Non-Exempt

Job Description Updated:
9/2025

Minimum Qualifications and Credentials Required:

- High School Diploma or equivalent required
- Degree or formal training in education or related field preferred
- Prior experience working with elementary-aged children
- Professionalism in interacting with coworkers, students and parents or guardians
- Possesses critical thinking and problem solving skills
- Proficient technology skills
- The ability to communicate written and oral information, instructions, and ideas

Essential Functions:

- Assist the classroom teacher(s) on a daily basis as needed
- Participates in weekly and long-range planning with the classroom teacher(s)
- Supervise, assist, and escort students daily inside and outside the classroom as assigned by the classroom teacher(s) and building administrator(s)
- Maintain the same high level of confidentiality on student information, work, and progress
- Observe students' performance at the direction of the classroom teacher(s) and record relevant data to assess progress.
- Work with students on positive classroom behaviors as directed by the classroom teacher(s)

- Keep track of materials and assignments for students as directed by the classroom teacher(s)
- Assist with the physical needs of students
- Assist students on and off the bus, as assigned
- Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers
- Check students' work as assigned by the classroom teacher(s)
- Enforce rules or policies governing student behavior, alerting and informing the classroom teacher(s) and/or building administrator(s) of any problems or specific information concerning individual students
- Assist substitute classroom teachers by providing necessary information on classroom routine in the absence of the regular classroom teacher(s)
- Gather materials, prepare, create, and copy instructional work and enrichment activities as requested by the classroom teacher(s)
- Participate in in-service training programs, as assigned.
- Operate audio-visual equipment and computers for instructional purposes as needed
- Perform other tasks and assume other responsibilities assigned by the classroom teacher(s) and/or building administrator(s)

Physical Requirements:

- Must be able to perform physical labor without restrictions such as bending, lifting, stooping, and carrying objects
- Must be able to walk and stand for extended periods of time
- Must be able to lift up to 20 pounds