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Name of Employee (Please Print)

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Last 4 Digits of SSN

Pitt County Schools Job Description  
**Teacher Assistant/Bus Driver**

- Report To:** Principal and Teacher/Bus Supervisor
- Term of Employment:** 10 Months
- Supervises:** No one
- Performance Evaluation:** Performance to be evaluated annually by the school principal and the bus supervisor
- Education/Qualifications:** Associate's Degree or 2 years (min. 48 semester hrs.) of higher education  
Computer Skills  
Must be eligible for school bus driver's license (CDL).

**Responsibilities and Duties by Program Area:**

- Assist the teacher with planning and organizing, evaluating, instructional activities and developing classroom procedures
- Prepare necessary materials, equipment and resources to implement programs
- Provide clerical and technical assistance as needed for implementation of programs and other duties in accordance with applicable rules, laws, and regulations
- Assist students with the understanding of rules and regulations
- Follow the direction of the teacher in obtaining goals and objectives
- Work with individuals and small groups to reinforce and assist in learning
- Monitor students as instructed by the teacher
- Use sound judgment in reconciling minor conflicts and correcting behavior
- Supervise students in the cafeteria, playground, buses, bathrooms and other areas on and off school property (e.g. field trips)
- Keep the teacher informed of any problems on a daily basis
- Exhibit positive behavior toward parents and students
- Assist in maintaining a functional clean environment
- Communicate the needs of students and school in a confidential and positive manner
- Carry out duties and responsibilities in a punctual, professional and positive manner to ensure a safe and healthful environment
- Conduct self as a positive role model
- Maintain bus license and accept bus driver assignments as needed
- Perform other duties as assigned by supervising teacher and building administrators

Your signature below indicates that you agree to perform each of the duties identified on this job description and understand that failure to perform any of the duties may lead to reprimand up to and including dismissal by the Pitt County Schools Board of Education.

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**Signature of Employee/Date**

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**Signature of PCS Personnel/Date**