

**Pratt County 4-H  
Application, Interview, Resume (AIR)**



**Sunnyside Elementary School  
Position: Teacher Assistant**

**Position overview**

As a teacher assistant, you will help with basic tasks in the classroom. Grading and organizing homework assignments, presenting student lessons, and one on one student instruction are required. An understanding of basic core curriculum is important. A basic knowledge of computers and their interface with a Smartboard is a must. Ability to operate a copier and design bulletin board layouts is a plus.

**Essential Job Functions**

- Organize and grade papers
- Help teacher with lessons
- Operate computer equipment and its programs
- Run errands for teacher
- Help students understand lessons

**Other Necessary Skills**

- Communication
- Organization
- Positive interaction with students

**Eligibility:** 4-H Senior level

**Submit:** Cover letter, resume for this position and references

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the classroom.