

Teacher's Assistant Job Description

Purpose Statement

The job of Teacher's Assistant is to provide support to general and special areas educators. You will have specific responsibilities assisting in the supervision and instruction of elementary student(s), observing and documenting student progress, and implementing plans for instruction.

Job Description

- Report to Elementary Principal and Classroom Teacher
- Ten month calendar
- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher and LIFE teacher for the purpose of supporting and reinforcing classroom objectives.
- Attends meetings and in-service presentations (e.g. first aid, CPR, emergency procedures, behavior management, ASPs, etc.) for the purpose of acquiring and/or conveying information relative to job description.
- Collaborates with service providers to implement best practices while in the general education classroom.
- Communicates with supervising instructional staff and professional support personnel for the purpose of assisting in evaluating progress and/or implementing ASP objectives.
- Demonstrate understanding of students' disabilities; keeps firm hand and is courteous and fair
- Designing, following through and implementing systems designed and/or collaborated on for smooth classroom management.
- Maintains instructional materials and/or manual and electronic files/records for the purpose of ensuring availability of items, providing written reference, and/or meeting mandated requirements.
- Documents student's daily activities (e.g. behavior, completed assignments, on/off task times, etc.) for the
- purpose of completing daily logs and student's hourly activities.
- Modeling the necessary skills to perform assignments; following educational and specific behavioral plans; modeling appropriate behaviors and interactions with students and staff
- Monitors students during assigned periods within a variety of school environments (e.g. lunch, playground, classroom, restroom, field trips, assemblies, etc.) for the purpose of maintaining a safe and positive learning environment.
- Participates in the implementation of ASP goals for the purpose of meeting ASP goals and/or instructional standards.
- Participates in the implementation of student behavior plans for the purpose of ensuring effective and safe student learning.
- Participates in physical activities which are part of the student's basic program
- Performs clerical tasks for the purpose of helping the teacher get instructional materials ready.
- Provides instruction, under the supervision of the teacher, to the student(s) in a variety of individual and group activities (e.g. academic subjects, social skills, giving oral tests,

etc.) for the purpose of reinforcing instructional objectives and ensuring students' success in school.

Job Requirements

Skills are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions including: adhering to safety practices; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

Knowledge is required to perform basic math, write documents following prescribed formats, and present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: nonviolent crisis intervention restraints, instructional procedures and practices; age-appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development behavior.

Ability is required to gather and/or collate data and use job-related equipment. Flexibility is required to work with others in a variety of circumstances. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines. Ability is required to adapt to changing work priorities; communicating with confidentiality; working as part of a team; and working with constant interruptions.

Physical Requirements

The usual and customary methods of performing the job's functions require the following physical demands: significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience and Education

Bachelor's Degree in Interdisciplinary Studies, preferred
Applied Behavior Analysis Certification, preferred
Special Education experience, preferred
Child care experience required