

TITLE: TEACHER ASSISTANT

JOB DESCRIPTION:

The Teacher Assistant enhances student learning by assisting teachers with student instruction.

MINIMUM QUALIFICATIONS:

Teacher Assistant Certification required.

OTHER DESIRED QUALIFICATIONS:

- Ability to demonstrate sound decision making capabilities consistent with established school policies and procedures.
- Ability to follow instructions provided by school administrators and assigned staff.
- Ability to demonstrate familiarity with state and district established rules and regulations governing the education of students including students with disabilities.
- Ability to provide direct academic, behavioral and self help support to students in a regular and special education classroom.
- Ability to reproduce and maintain files of learning materials using current technology.
- Ability to lift, transfer, feed and toilet students, when necessary.
- Ability to integrate student IEP goals, including OT, PT, S/L goals, into daily curriculum.
- Ability to maintain confidentiality.
- Mobility and agility required.
- Keep all appropriate certification requirements current.

DUTIES AND RESPONSIBILITIES:

- Assist the teacher in planning, modification and implementation of curriculum, instruction and assessment.
- Assist children with reading skills following teacher instruction and direction.
- Arrange physical space to match student activity (i.e., testing and behavior).
- Instruct small groups of students in specific subject areas with teacher direction.
- Follow teacher's directions.
- Use appropriate strategies and techniques developed by teachers and other professional staff to assist students to complete written assignments and follow up with instructional activities.
- Use age and developmentally appropriate instructional procedures and reinforcement techniques.
- Prepare and gather materials and supplies.
- Exhibit self-control and good judgment.
- Follow through with O/T goals.
- Follow through with P/T goals.

- Follow through with Speech/Language goals.
- Supervise students in a designated time-out area with other adults in safe proximity.
- Support student when rejoining group following time out.
- Maintain order by reinforcing school rules in all settings including recess, lunch, and bus.
- Supervise students during structured and unstructured time in designated school areas including classrooms and playgrounds.
- Supervise students during periods of physical activities and maintain student safety during structured and unstructured time.
- Develop effective personal relationship with the children who require patience, empathy, and flexibility.
- Record and report data on all behavior and performance as instructed by the teacher.
- Note and report student frustration level and use calm, appropriate strategies.
- Give verbal or material positive reinforcers as dictated by the Behavioral Support Plan.
- Attend Professional Development when required for job performance.
- Be aware of education workshops offered outside the school system.
- Assist with bus arrival/departure.
- Complete any other duties as assigned.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed. The Teacher Assistant will be required to follow the instructions and perform the duties required by the Principal, appointing authority or designee.

TERMS OF EMPLOYMENT:

36 weeks per year. Reports to Principal or Principal's Designee. All other terms in accordance with the NESP Collective Bargaining Agreement.

7-2010