

TITLE: Teacher Assistant

PURPOSE: Reports to Principal and is responsible for helping teachers run classes smoothly by taking on tasks as directed. Provides additional instructional assistance to students with special needs and students who need extra help completing homework.

Status: Non-Exempt. **Days:** 184

QUALIFICATIONS

- Minimum Education: High School Diploma, Associate preferred.
- Must be fluent in English. Bilingual in Spanish Preferred.

PERFORMANCE RESPONSIBILITIES:

- Assist the classroom teacher in the implementation of the instructional program.
- Support teachers by participating in the planning process and by helping the teacher create and/or prepare instructional materials.
- Assist teachers in evaluating students both formally and informally and in disaggregating and analyzing performance data.
- Provide intervention through small group instruction and one on one tutoring.
- Assist students with behavioral/management needs.
- Assist the teacher with proctoring and other tasks related to the administration of tests.
- Seek and register for professional development opportunities.
- Serve as a mentor to new paraprofessionals in all aspects of instruction and school function.
- Assist teacher in distribution, use, and return/inventory of materials and resources for classroom use.
- Keep up to date with current research, strategies, and program ideas for the grade level to which he or she is assigned to.
- Organize, assist, and attend special events for parents such as academic nights, open house, etc. (when necessary).
- Provide instruction and/or assistance in the computer lab, library, or during any of the ancillary classes (Art/P.E.) when needed.
- Perform all teacher functions as a substitute for unexpected teacher absences.
- Work collaboratively with members of the instructional leadership team to move all instructional programs and ultimately the campus to exemplary status.
- Be a role model for others by being respectful towards others, by being responsible for one's actions and words, and by being cooperative with one another.
- Perform other duties assigned.

Non-Instructional Functions:

- Monitor students at breakfast, lunch and dismissal times.
- Assist the teacher in field trips, playground, or special activities.
- Act as translator when needed.
- Attend and help with special school events.
- Assist with the copying of materials on an emergency basis.



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WORKING CONDITIONS:

All campuses are temperature controlled with hard surface floors. This job requires physical mobility, standing, sitting, lifting, carrying, pushing, and pulling. This job may also require climbing stairs, stooping, bending, and reaching overhead (minimum 10 lbs.). Working conditions may be modified under the Americans with Disabilities Act (ADA) for diagnosed medical conditions.



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