

## JOB DESCRIPTION

**TITLE:** Teacher Assistant

**QUALIFICATIONS:**

- (1) A minimum of a high school diploma.
- (2) Demonstrated aptitude for the work to be performed.
- (3) Such alternatives found to be appropriate.

**REPORTS TO:** Teacher

**GOALS:** To work closely with the student(s) under the direction of the teacher in an effort to facilitate the progress of the student(s) toward the goals stated and to provide other instructional and clerical assistance as required by the teacher.

### PERFORMANCE RESPONSIBILITIES:

- (1) Works with individual students or small groups of students to reinforce learning.
- (2) Alerts the teacher of any problems or to special information about students.
- (3) Participates in in-service training programs, as assigned.
- (4) Is responsible for assisting student(s) with toileting needs.
- (5) Guides independent study, enrichment work, and remedial work assigned by the teacher.
- (6) Relates to students within the classroom in a manner consistent with the teacher's philosophy in the area of discipline and instruction.
- (7) Supervises testing as assigned by the teacher.
- (8) Other related duties as may be assigned.

**TERMS OF EMPLOYMENT:** During the school year

**EVALUATION AND SALARY:** In accordance with provisions of the contract.

TITLE: INDIVIDUAL TEACHER ASSISTANT

QUALIFICATIONS:

1. Demonstrated experience in working with students at an appropriate level
2. Teacher certification preferred
3. Adept in basic computer skills
4. Such alternatives to the above qualifications as the Committee may find appropriate and acceptable.

REPORTS TO: **Leader/Special** Education/General Education Teacher

JOB GOAL: To **assist** in providing a well-organized, smoothly functioning class environment working specifically with one child on a daily basis.

PERFORMANCE RESPONSIBILITIES:

1. Assists the child to participate in all aspects of the classroom routine,
2. Carries over any therapeutic techniques in the classroom as determined necessary by the school's' therapy staff and as outlined in the child's individual educational plan.
3. Enhances/Monitors the safety of the child at all times.
4. Assists the child in the development of social skills by facilitating interactions.
5. Provides the child with appropriate opportunities to interact with other adults and develop a sense of independence.
6. Reviews all general School policies and staff meeting notes.
7. Any additional duties as assigned by the immediate supervisor or the superintendent of schools.