

Job Title: TEACHER ASSISTANT

POSITION SUMMARY:

To assist the classroom teacher in providing a quality educational experience for all students

ESSENTIAL FUNCTIONS:

Educational Assistants duties may include, but are not limited to the following:

- Discuss assigned duties with classroom teachers to coordinate instructional efforts
- Prepare lesson materials, bulletin board displays, exhibits, equipment and demonstrations
- Present subject matter to students under the direction and guidance of teachers
- Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers
- Supervise students in classrooms, halls cafeterias, school yards, and gymnasiums, or on field trips
- Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students
- Distribute tests and homework assignments and collects them when they are completed
- Enforce administration policies and rules governing students
- Instruct and monitor students in the use and care of equipment and materials, to prevent injuries and damage
- Observe students' performance, and record relevant data to assess progress
- Organize and supervise games and other recreational activities to promote physical, mental, and social development
- Assist in bus loading and unloading
- Attend staff meetings, and serve on committees as required
- Collect money from students for school-related projects under the direction of the teacher
- Maintain computers in classrooms and laboratories, and assist student with hardware and software use
- Type, file, and duplicate materials
- Use computers, audiovisuals aids, and other equipment and materials to supplement presentations
- Perform other duties as assigned by the principal or supervising teacher

REPORTS TO:

School Administrator and Supervising Teacher

QUALIFICATIONS:

Minimum of a High School Diploma