

Position: Teacher Assistant

POSITION SUMMARY

The teacher assistant helps classroom teachers in planning and implementing learning experiences that advance the academic, social, emotional, and physical development of children within a safe, healthy learning environment. He/She encourages a cooperative environment and encourages family members to volunteer in the classroom.

RESPONSIBILITIES

Classroom Assistance:

- Assist teachers in providing instruction to individual or small groups of students
- Assist with preparation of classroom for instruction
- Help maintain a clean & organized learning environment
- Routinely check classroom equipment and materials to ensure they are in good repair
- Assist teachers with gathering and preparing resources and supplementary materials as directed
- Record attendance
- Support teacher in gathering and maintaining data including portfolios, ILPs, etc.
- Coordinate volunteers in the classroom under direction of teachers

Interaction with Students:

- Assist students in understanding of directions
- Work with small groups of students under teacher direction
- Encourage students to work independently
- Reinforce skills taught by teachers
- Administer placement assessments for new and existing students
- Supervise students during lunch, playground, morning meetings, transitions between classes, dismissal, etc.

Miscellaneous:

- Perform other duties as assigned

QUALIFICATIONS & SKILLS REQUIRED

- Earned associate's degree or higher, or earned passing score on the ParaPro Assessment, OR successful completion of 60 semester hours of college credit, or any combination from which equivalent skills have been acquired
- Ability to work in a fast-paced, demanding environment
- Ability to maintain confidentiality
- Excellent oral and written communications
- Demonstrated capability to work in team-oriented environment
- Detail oriented, logical, methodological approach to problem solving
- Proficiency in word processing, data entry, clerical procedures, managing files/records and other office procedures and terminology

SKILLS DESIRED

- Working knowledge of PowerSchool