

## **Teaching Assistant Job Description**

### **Student Support**

1. Build healthy relationships with students
2. Work with teaching staff to promote student independence in all areas of curriculum and other school-related activities.
3. Collaborate with teaching staff to plan daily activities, prepare lessons and organize material for use in the classroom.
4. Collaborate with teaching staff to foster inclusive, purposeful learning environments, using positive reinforcement and respectful personal relationships.
5. Tutor and assist individuals or small groups of students in mastering assignments, materials, skills, and concepts introduced by teaching staff.
6. Accompany and support students during class and specialists, as needed.
7. Gather data and maintain individual records to document student performance and behavior to ensure progress on IEP objectives.
8. Assist students with devices and supportive technology.
9. Assist students with all ADL activities, including accessing facilities such as restrooms, as needed.
10. Monitor students, as directed by one's supervisor, during times such as school arrival and departure, non-class time, recess, lunch, passing time, assemblies, school meetings, daily field trips and emergency drills, as needed/
11. Administer MCAS and other assessments as directed and supervised by teaching staff and/or administrators.

### **Professionalism**

12. Respect the confidentiality of teachers, students and parents.
13. Demonstrate initiative, independence and flexibility to adapt.
14. Maintain a working knowledge of school routines, emergency procedures and the school discipline policy. Support and carry out drills established by the administration to ensure a safe environment.
15. Serve as a source of information, help substitute teachers and provide classroom coverage during emergencies when the teacher is absent.
16. Participate in technology training, as related to student needs, position-associated training and workshops, as directed.

*Updated edits 11/14/19*

*Team meeting: Superintendent, SC member, IEA President, Teaching Assistants, Administrator*