**Teacher’s assistant**

Perform duties that are instructional in nature or deliver direct services to students or parents. Serve in a position for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services.

**Duties and Responsibilities**

* Discuss assigned duties with classroom teachers in order 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, using lectures, discussions, or supervised role-playing methods.
* Tutor and assist children individually or in small groups in order 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.
* Conduct demonstrations to teach such skills as sports, dancing, and handicrafts.
* Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students.
* Distribute assignments, and collect 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, in order to prevent injuries and damage.
* Observe students' performance, and record relevant data to assess progress.
* Organize and label materials, and display students’ work in a manner appropriate for their eye levels and perceptual skills.
* Organize and supervise games and other recreational activities to promote physical, mental, and social development.
* Participate in teacher-parent conferences regarding students’ progress or problems.
* Plan, prepare, and develop various teaching aids such as bibliographies, charts, and graphs.
* Prepare lesson outlines and plans in assigned subject areas, and submit outlines to teachers for review.
* Provide extra assistance to students with special needs, such as non-English-speaking students or those with physical and mental disabilities.
* Take class attendance, and maintain attendance records.
* Assist in bus loading and unloading.
* Assist librarians in school libraries.
* Attend staff meetings, and serve on committees as required.
* Monitor classroom viewing of live or recorded courses transmitted by communication satellites.
* Operate and maintain audiovisual equipment.
* Requisition and stock teaching materials and supplies.
* Type, file, and duplicate materials.
* Use computers, audiovisual aids, and other equipment and materials to supplement presentations.

**Skills and Specifications**

* Instructing -- Teaching others how to do something.
* Speaking -- Talking to others to convey information effectively.
* Active Listening -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
* Learning Strategies -- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
* Reading Comprehension -- Understanding written sentences and paragraphs in work related documents.
* Service Orientation -- Actively looking for ways to help people.
* Writing -- Communicating effectively in writing as appropriate for the needs of the audience.

I hereby understand the scope of my duties and skill qualification. I agree to perform all tasks herein stated. I am also aware that these responsibilities may be revised as deemed necessary.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_