



Policies and Procedures

Section Five – Personnel

## 550.320 – Job Description Teaching Assistant

### INTRODUCTION

A teacher assistant's main responsibility is to assist the teacher in nurturing the development of a classroom where the school's mission, vision, and core values are understood and implemented in a caring manner. The teacher assistant's focus will be to complete the tasks assigned by the teacher.

### QUALIFICATIONS:

- Professional Training or Certification as outlined in the Teacher Assistant's Contract.
- Demonstrated ability to work well with children.
- Proficiency in the English language.

### REPORTS TO:

- Head of School, or designate (supervised by Teacher)

### TERMS OF EMPLOYMENT

- Initial contracts are unspecified in duration.
- Days of work information published in *Support Staff Information Package*

### JOB GOALS:

- To be an educational asset to the teacher.
- To positively influence the educational welfare of the students.
- To improve the quality of the educational programs in the school.

### PERFORMANCE RESPONSIBILITIES

#### 1. Demonstrate professional competence and vision:

- a. Support teacher with: small group activities, guided reading groups, academic work.
- b. Reinforce English language skills in the classroom.
- c. Collaborate with the teacher in the delivery of the Character Education program.
- d. Assist the teacher in creating educational displays in the classroom.
- e. Create displays of student work on classroom bulletin boards.
- f. Organize folders, assignments & workbooks
- g. Review homework and class assignments with students.
- h. Give one-on-one attention to students needing extra help.
- i. Assist students with organization in the morning and at the end of the school day.
- j. Accompany students to specialist classes, school nurse, playground and fire drills.
- k. Accompany and assist on field trips.
- l. Assist specialist teachers when required.

- m. Perform supervision duties as assigned by Head of School, or designate.
  - n. Attend staff meetings when required.
  - o. Photocopy and collect work from printer.
  - p. Be pro-active and support the teacher with positive behavior management both in class and in the hallways.
  - q. Assist with general classroom clean up throughout and at the end of the day.
  - r. Participate in the After School Activities program by leading one "activity" per term. Each activity will have one session per week.
  - s. Perform other duties as assigned by the Head of School, or designate during days when students are not in attendance.
2. Communicate effectively:
    - a. Speak clearly, honestly, and with great concern for those being spoken to.
    - b. Participate in setting "common agreements" for working with the teacher.
  3. Demonstrate care for students:
    - a. Treat each child as uniquely gifted.
    - b. Proactively build relationships with each student in class.
    - c. Support the teacher's disciplinary measures.
    - d. Restate when necessary, the teacher's behavior guidelines for their students.
    - e. Encourage all students persistently (catch each of them "doing good").
    - f. Help students learn self-discipline through appropriate use of correcting, chastening, and counseling.
    - g. Guide all students in helping other students learn.
    - h. Be attentive to issues related to student safety and access to learning.
  4. Demonstrate stewardship:
    - a. Use all school resources wisely as you are a living example to the students.
    - b. Deliberately teach students to use resources wisely and to respect all property.
    - c. Make students accountable to keep the whole school clean, neat and tidy. This includes all classrooms, washrooms, hallways, playgrounds, gyms, lockers, etc.
  5. Demonstrate organizational skills:
    - a. Attend all meetings (i.e. staff meetings & parent meetings) consistently and punctually.
    - b. Be on time for all supervision responsibilities.
  6. Build community within and outside the school:
    - a. Participates in all-school initiatives.
    - b. Support administrators, teachers, and fellow support staff.
    - c. Assist students beyond the classroom: playground, hallways, extracurricular sponsorship, personal guidance, etc.
    - d. Meet with staff members to listen, learn, and exchange advice for helping students meet the goals of the school.

**EVALUATION OF PERFORMANCE:**

Annually, in accordance with the *EMS Evaluation Policy*.

Original Approval Date: November 2, 2015

Revision Proposed October 10, 2016

Approval Date: November 15, 2016