

TEACHER ASSISTANT

Reports to: School Support Supervisor

Job # CS-07

Revised: 04/2019

Position Summary: To assist the Teacher in maintaining appropriate classroom activities and environment in order that students may learn effectively.

Duties and Responsibilities:

1. Participate in daily and long-range lesson and classroom activity planning.
2. Conduct learning exercises with small groups of students.
3. Help maintain individual records for each student.
4. Guide students in developing positive relationships with peers and adults.
5. Assist with the supervision of students during student free time.
6. Alert the Teacher to special needs of individual students.
7. Provide assistance to students as necessary.
8. Assist Teacher in maintaining work and study areas.
9. Collect and display suitable material for educational displays.
10. Correct students' work and prescribe additional work to remediate students' weaknesses, with the Teacher's supervision.
11. Participate in discipline procedure and prescribe consequences for student behavior with the Teacher's supervision.
12. Maintain a cooperative staff relationship with all personnel functioning within the educational setting.
13. Assist the Teacher in devising special strategies for reinforcing behavior or academic skills based on a sympathetic understanding of individual students, their needs, interests and abilities
14. Maintain certification in Therapeutic Crisis Intervention.
15. Attend all staff meetings and weekly supervision with supervisor.
16. Maintain a valid driver's license.
17. Complete all Standards of Excellence trainings.
18. Perform other tasks as assigned.

Qualifications: Bachelor's degree in related field preferred or an equivalent combination of education and experience to meet the Rhode Island Instructional Assistant requirements.