



JOB DESCRIPTION

Position Title: Teacher's Assistant

Position Summary:

In cooperation with the assigned classroom teacher(s), the teacher assistant will handle all routine non- teaching tasks to provide the teacher more time for effective teaching.

Reports To: Classroom teacher(s), Principal

Essential Responsibilities:

- Establish a set time to meet with the teacher daily, to discuss plans for the week and the next day.
- To make copies and assist in the preparation of any teacher's material that may be required for instruction, prior to the day of instruction.
- Perform research and generate material for lessons as requested by the teacher.
- Assist in the recording of grades.
- Collect and distribute all paperwork sent from the office and by the teacher and maintain all classroom records and files.
- Prepare and update bulletin boards once per month.
- Maintain the classroom discipline system and student logs for behavior and reading as well as additional documents, when requested by the teacher.
- Collect homework daily and maintain a record.
- Update homework daily on the bulletin board.
- Check and confirm that all students have accurately copied their homework into their planners.
- Verify that all students take ALL the necessary material home to complete their work.
- Follow up with students when they are ill or injured using proper documentation and follow up.
- Verify that all students have and eat a healthy lunch daily and assist with snack preparation as needed.
- Clean up tables, sweep the floor and rearrange chairs after snack time and lunch, if assigned as a teacher's assistant to an early childhood classroom.
- To follow the correct procedures when sanitizing and washing tables, dishes, materials, and areas of the classroom that students use to avoid transmitting diseases.
- Assist in supervising the class during bathroom, lunch, recess, wudu, prayer, assembly, and dismissal.
- Escort students to and from other classes to ensure that they are never unattended.
- Uphold and follow all classroom policies such as discipline, collection of homework.
- Work with students in a small group setting as part of a differentiated instruction plan, when instructed by the classroom teacher.
- Inform the classroom teacher of all concerns involving the students.
- Provide opportunities for the children's spiritual growth through activities and by example.
- Make appropriate adjustments to change and handle conflict and frustration constructively.
- Attend and participate in school programs when needed including All-School Program, PTC days, In-service day, Open House, and any other school activity requested by the administration.
- Attend to other students, classroom and/or school needs when asked.



General Expectations:

To have a well-organized and effective classroom; please keep the following items in mind:

- The classroom teacher and you share a partnership in educating the children.
- Direct all questions regarding students' behavior or performance to the teachers.
- Your personal opinions regarding the teacher, school, and students are very important and can be addressed to the teacher or a member of the Administration. Teacher assistants may not communicate directly with any parent regarding any student matter.
- Your diligent work reflects on the teacher and is much appreciated by them.
- Must work exclusively in the classroom.
- To maintain consistency, please maintain the same systems the teacher employees.

General Policies:

- Serve as substitute teachers in the absence of the homeroom teacher. An assistant will be provided for the TA in such a situation.
- Always remain with the students and/or teacher.
- Sign in at 7:40 AM and sign out at 4:00 PM.
- Assigned assembly /morning duty by 7:45 am.
- Teacher's Assistant will be given a 15-minute AM coffee break, a 30-min lunch break and a 15-minute prayer break. Break and lunch schedules will be assigned by the administration/teacher and may NOT be changed without prior approval.

Qualifications:

- A minimum of a high school degree (or equivalent).
- Teacher Assistant Certificate (preferred)
- Knowledge of basic math, reading and writing skills.
- Ability to weigh options and think clearly.
- Ability to organize effectively.
- Ability to communicate clearly and concisely in the English language.
- Ability to develop and maintain positive working relationships with administration, students, staff.
- Ability to relate well with children, deal with student problems and maintain effective classroom discipline.
- Ability to handle classroom situations with fairness and patience.
- Willingness to follow the classroom teacher's directions.