



*Shaping local leaders and global learners*

## Policies and Procedures

### Section Five - Personnel

#### **Policy 550.320 - Job Description Teacher Assistant**

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 Learning Results 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.

#### **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/COMPETENCIES:**

##### **1. Support of Student Development and Student Learning**

- Support teacher with small group activities, guided reading groups, and academic work.
- Reinforce English language skills in the classroom.
- Listen attentively and respond appropriately to what children say.
- Guide children's behavior in positive ways.
- Teacher assistants interact with individuals and groups in ways that support curricular objectives/standards.

- Assist students with organization in the morning and at the end of the school day.
- Teacher assistants show awareness of what is going on in other parts of the classroom.

## **2. Support of Lead Teacher and School**

- Complete assigned tasks effectively and efficiently.
- Work collaboratively with the lead teacher to anticipate and/or resolve potential areas of concern/conflict.
- Be proactive and support the teacher with positive behavior management both in class and in the hallways.
- Appropriately aware of school procedures (i.e., emergency procedures, attendance procedures).
- Attend to their non-instructional duties and assignments.
- Keep a high level of confidentiality regarding students' information.
- Communicate effectively with students, parents, and colleagues.
- Accompany students to specialist classes, school nurse, playground, and fire drills.

## **3. Demonstrate care for students**

- Treat each child as uniquely gifted.
- Proactively build relationships with each student in the class.
- Support the teacher's disciplinary measures.
- Restate when necessary, the teacher's behavior guidelines for their students.
- Encourage all students persistently (catch each of them "doing good").
- Help students learn self-discipline through the appropriate use of correcting, chastening, and counseling.
- Guide all students in helping other students learn.
- Be attentive to issues related to student safety and access to learning.

## **4. Demonstrate stewardship**

- Use all school resources wisely as you are a living example to the students.
- Deliberately teach students to use resources wisely and to respect all property.
- 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**

- Attend all meetings (i.e. staff meetings & parent meetings) consistently and punctually.
- Be on time for all supervision responsibilities.

## **6. Build community within and outside the school**

- Participates in all-school initiatives.
- Support administrators, teachers, and fellow support staff.
- Assist students beyond the classroom: playground, hallways, extracurricular sponsorship, personal guidance, etc.
- Meet with staff members to listen, learn, and exchange advice for helping students meet the goals of the school.

## **7. Others**

- Perform other duties as assigned by the immediate supervisor

### **REPORTS TO:**

Head of School, or Division Principal, Assigned Teacher

### **TERMS OF EMPLOYMENT:**

- Initial contracts are for 2 years.
- Subsequent contracts are for 1 year.

### **PERFORMANCE EVALUATION:**

Job performance will be evaluated by the Division Principal in accordance with school policies and governing regulations.

Approval Date: November 9, 2022