



3.10 TEACHING ASSISTANT

Qualifications

1. Education - College degree and New York State Education Department Teaching Certificate preferable.
Minimum Requirement: Must qualify for teacher assistant license under the Rules of the Commissioner of Education.
2. Experience - Working with children in some instructional capacity is preferred.

Required Knowledge, Skills and Abilities

Good knowledge of and understanding of child growth and development; good knowledge of paraprofessional instructional procedures and practices; some knowledge of the instructional goals and policies of public schools; good knowledge of subject matter reinforcement practices of the classes to which assigned; ability to implement teachers' instructional plans in assigned field; considerable patience and ability to work effectively with children, young adults, and faculty members; ability to assist in the implementation of an instructional program and to participate in monitoring and ensuring appropriate student behavior; ability to follow written and oral instructions and to perform all required tasks; ability to communicate clearly and concisely, both orally and in writing.

Reports To

Building Principal or designee

Description

Assist teachers in the process of providing instruction.

Responsibilities (include but are not limited to)

1. Provide instructional services to individual or small groups of students under the direct general supervision of appropriate teacher and/or administrative personnel.
2. Assist the teacher in the development and preparation of instructional materials.
3. Maintain appropriate records of students under the direction of appropriate teachers and/or administrative personnel.
4. Assist teachers in related instructional work as required.
5. Assist students in the use of available instructional resources.
6. Utilize their own special skills and abilities by assisting in instructional programs.
7. Supervise students when they are outside the classroom and maintain order.
8. Perform miscellaneous clerical duties.

Other

Performs related duties as required or assigned.

Terms of Employment

Hourly basis arranged to meet schedule of school.