# Teaching Assistant Job Description

Teaching Assistant: ____________________________  School Year: ____________________________

Program: ____________________________  Teacher’s Name: ____________________________

(i.e. 6:1:1)

## Instructional Preparation

- Demonstrates knowledge of content and curriculum
- Prepares materials to meet student needs within their program
- Demonstrates knowledge of student(s) characteristics
- Demonstrates knowledge of resources
- Operates and cares for equipment for instructional purposes
- Assists in maintaining a work area conducive to learning

Other:

## Instruction

- Follows teacher generated objectives and lesson plans
- Communicates directions and procedures effectively
- Uses questioning and discussion techniques
- Assists with assessments
- Communicates possible objectives for a student
- Engages students in learning and providing feedback
- Demonstrates flexibility and responsiveness

Personal care management to include:

- Assists students with ADLs (Activities for Daily Living) including toileting and feeding
- Assists students with positioning and transfers
- Follows through with PT, OT, or speech protocol/programs
- Provides specialized care for students under the supervision of school nurse

Assistive technology/adaptive equipment to include:

- Assists students with use of assistive technology and/or adaptive equipment
- Follows through with protocol for use of assistive technology and/or adaptive equipment

Other:

## Learning Environment

- Assists with set up and organization of the learning environment
- Interacts with students appropriately
- Manages student behavior and organizes physical space
- Manages learning environment
- Utilizes approved physical intervention as needed
- Establishes a culture for learning

Other:
**Professionalism**

<table>
<thead>
<tr>
<th>Maintains consistent attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is punctual</td>
</tr>
<tr>
<td>Maintains hours designated by host school/program</td>
</tr>
<tr>
<td>Maintains strict confidentiality regarding students, families, and/or adult consumers</td>
</tr>
<tr>
<td>Maintains strict confidentiality regarding staff</td>
</tr>
<tr>
<td>Dresses in accordance with established dress code</td>
</tr>
<tr>
<td>Attends all required staff meetings</td>
</tr>
<tr>
<td>Participates in ongoing staff development including staff development activities</td>
</tr>
<tr>
<td>Maintains accurate records</td>
</tr>
<tr>
<td>Interactions with adults are appropriate, polite, and respectful</td>
</tr>
<tr>
<td>Is open to feedback and adjusts accordingly</td>
</tr>
<tr>
<td>ComPLEtes or assists with all tasks as assigned by teacher/supervisor in a timely manner</td>
</tr>
<tr>
<td>Other:</td>
</tr>
</tbody>
</table>

**Special Circumstances** *(will include ASD teams; Alternative Programs: Transition Services; and Planning Rooms)* *See attached*

Additional Tasks:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

The signatures below indicate that the job description was reviewed collaboratively between the teacher and teacher assistant. This should be done by the end of the first month of school, or within 4 weeks on the job.

_______________________________________________     _______________________________
Teaching Assistant Signature      Date

_______________________________________________     _______________________________
Teacher Signature        Date

_____________________________________________    _______________________________
Supervisor Signature       Date