

Lake Shore Central Schools

Evans-Brant Central School District

Teaching Assistant

JOB DESCRIPTION

JOB TITLE: Teaching Assistant
REPORTS TO: Building Administration/ Director of Pupil Personnel Services

The Teaching Assistant will provide direct instructional services and supervision of students under the direction of classroom or special education teachers and/or administration.

JOB FUNCTIONS AND RESPONSIBILITIES:

Teaching Assistants:

- Assist classroom/special education teachers with lesson preparation including the development and use of various instructional resources
- Supervise students in and out of the classroom; accompany students to classes throughout the building or on field trips, community outings and work experience placements
- Communicate daily with classroom teacher regarding student progress, needs or concerns including providing teacher with information that will assist in the development of appropriate learning experiences
- Provide whole group and small group instruction as requested by the classroom teacher
- Assist in data collection and progress monitoring of students' IEP goals
- Implement and collect data on student behavior intervention plans/ classroom behavior management programs
- Reinforce classroom and school rules as identified by teachers or building administration
- Assist students with on-task behaviors and lesson activities
- Assist students with daily activities including organizational strategies, development of social skills and increasing independence
- Utilize professional skills and abilities by assisting in instructional programs such as foreign language, art, music etc.
- Supervise students during arrival and departure times
- Any other duties (including serving as substitute teacher if needed) as designated by Classroom or Special Education Teachers, Building Administration or Director of Pupil Personnel Services
- Teaching Assistant responsibilities and duties may vary depending on grade level, building and academic or life skills assignment