



Duties of a Teacher Assistant

Daily Routine

- Teach small reading groups and math groups to meet Common Core Standards
- Teach remediation groups for grades 3-5 (reading and math)
- Teach Direction Instruction or other type of phonics program and keep records of student progress
- Pick up the class lesson if the teacher is called out of the room, therefore instruction does not stop
- Help teachers with lesson planning and preparing for the lesson
- Help teachers with record keeping (Ex: grades, progress monitoring and money from home)
- One on One instruction with a student who has been out for sickness or other reasons
- Insure that EC student's modes are met during the regular classroom time.
- Sub for the teacher if she is required to attend a workshop during instructional time
- Assist with PE
- Help students choose books for their reading level from the media center
- Guide students instruction while using laptops, computers, or Ipads
- Give AIMs Web test for reading
- Do Running Records on entire class so teacher can continue on with the other students
- Monitor children during whole group instruction to keep students focused
- Release Time for upper grade teachers (3rd - 5th)
- Celebrate the A+ student, but TAs also celebrate the C+ with a student when you know that was the best they could do
- Serve as ISS Instructors (In School Suspension) an intervention for keeping students in school with bad behavior instead of sending them home
- Some Kindergarten Assistants may have to potty train a student, or teach them table manners. This is done in a way not to embarrass a student
- Work with and help EC Students who are mainstreamed into a regular classroom (Ex: autism, BEH, ADDHD, and Down Syndrome) TA's commonly work with the special needs students
- Change diapers of some EC Students
- Monitor Recess as many as 45 to 50 students at a time
- Monitor Lunchtime usually 2 classes at a time
- Proctor End of Year test
- Prepare folders to go home, one with work completed and one with homework
- Stay after school to help students with homework for students who have parents that are unable to be home with the student

Safety

- If there is not a nurse on campus, give med's to students
- Check sugar levels and other medical needs of students
- Take First Responders training and work on the First Responder Team in case of an emergency
- Take part in all emergency drills
- When there are two people in a class, there is never a worry that the students will be left alone
- Maintain cleanliness and safety of the classroom

Before and After School Duties

- Drive or monitor a bus (sometimes two or three routes)
- Monitor students getting off the bus insuring they get into the building safely, rain or shine
- Breakfast Duty
- Managing Car Rider Line & getting students in and out of traffic safely, rain or shine
- Pick up walkers at the crosswalk in the morning and taking walkers to the crosswalk in the afternoon , rain or shine
- Form teams of AIG students to put on a morning news broadcast. Teach students the role of anchor, sports, weather camera, special event and even writing scripts

School Activities

- Serve on School Improvement Team
- Work with team to implement School's Plan
- Serve on school wide committees (Ex: social, grounds, book choices, evacuation planning committee)
- Act as a Big Brother or Big Sister to students with behavior problems
- Male TA's are good role models for students where there is no father in the home
- Conduct after school clubs (Ex: golf, cooking, scrapbooking and girls on the run)
- Members of the school PTA, participate in school fund raising activities

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