

Child Specific Teacher Assistant Job Description

Job Title: Child Specific Teacher Assistant

Employed by: Richland Parish School Board.

Qualifications: High School Diploma, 20 years old or older; 10th grade placement on an identified standardized test.

Reports to: Teacher, Principal, Special Education Supervisor, Superintendent.

Supervises: Student(s) related to assignment.

Job Goal: To assist in helping students succeed in the learning environment.

Job Duties Responsibilities:

1. Assist students with developmentally appropriate activities.
2. Conduct learning activities with small groups of students.
3. Modify instructional strategies based on recommendations and evaluations.
4. Use a variety of materials and instructional techniques when appropriate.
5. Attend professional development training as directed.
6. Perform any other duties as assigned by the appropriate authority.
7. Confer daily with assigned teacher and frequently with the site supervisor to reflect on student progress and to identify instructional changes that need to be made.
8. Secure or make manipulatives that will enhance learning of all children.
9. Keep students engaged in learning activities.
10. Monitor pretest and posttest results.
11. Maintain required documentation and data collection on student performance.
12. Be sensitive to social and emotional needs of all students.
13. Arrive promptly and follow assigned schedule.
14. Display a professional disposition (positive attitude, included) at all times.
15. According to FERPA, keep all student personal, academic, and behavioral information confidential.
16. Follow the chain of command protocol for any grievance or concern.

Child Specific Teacher Assistant Signature

Date

Principal

Date