

### **Expectations of Assistants**

- Activities (such as stories, arts, 1:1 or group time, swimming, reverse mainstreaming, table time, circle time, centers, mainstreaming, etc.).
- Redirecting students **positively** (to activities or with inappropriate behaviors).
- **Positively** enforcing consistency, consequences, rules, and routines. **(This is extremely important for the children and atmosphere with our co-workers!)**
- Assisting with data collection.
- Assisting in development and production of curriculum materials.
- Assembling visual schedules (classroom and individual students as needed) based on written schedule (daily).
- Assisting with completion of Home/School communication notebooks/logs.
- Minimal errands (to the office, getting student lunches, supplies, etc.).
- Assisting with the giving and logging of medications --- SEE JAMIE WITH CONCERNS & TRAINING
- If you are detained while on break/mission/with a student—HAVE THE OFFICE CALL and let Jamie know.  
**Having everyone here/working at scheduled times (when students are here or not) is very important!**
- If you don't know what to do, ASK or look at a child's data collection (current ed) pages to pick an activity (as appropriate to the visual schedule), or check the "To Do" list posted
- Check and change diapers (as necessary) throughout the day...we can't always smell them!
- Help with potty training and regulation (as necessary).
- Help with feeding (as necessary).
- **If you are going to be absent, PLEASE CALL/TEXT JAMIE at: (414) 915-3613 ASAP SO THAT PLANS CAN BE ADJUSTED ACCORDINGLY.**
- Clean/organize the classroom space. A well-organized room benefits everyone.
- Be efficient in working on the tasks that need to be completed. Utilize time effectively to accomplish the many tasks that will benefit the students and staff to reduce stress during the school day.
- If you see something that needs to be done, jump in and do it! Being a self-starter is expected of all classroom staff.
- Whatever is said in our room stays within our room...THIS INFORMATION (student's disabilities, medical conditions, behaviors, their families, or any staff information, etc.) IS CONFIDENTIAL! Sharing this information with other people outside the building/classroom is NEVER permitted. If there is a concern about what I have discussed with you or have asked you to do, please speak to me directly. Together, we will select a convenient time to work on resolving the issue.
- Working with students that can't always communicate well or frequently makes it easy to get caught up with adult conversations or chatter. Working as a team we can help keep everyone focused on topics related to our class.
- Our classroom can be pretty intense. Utilize break times to relax so that you can stay very focused within the room during work times.
- Cell phones are to be kept shut off or silenced (not for personal use) during the workday (excluding breaks). If you need an exception, please talk with Jamie first.
- Personal tasks, phone calls, errands, etc. should only be completed during breaks or before and after scheduled work hours. NO EXCEPTIONS!
- In order to best serve the students, we need to work as a team. As the leader of the team, I am available to support and encourage development in areas involving work skills and improved student relations/involvement. It is your responsibility to bring matters to my attention if you have concerns.
- In Special Education, things can and often do change on a daily basis. Many times throughout the year "things come up"...it is important to remember, the key to a good working relationship is to be **flexible, patient, and use communication**. These are keys to developing and maintaining good working relationships between yourself and students/staff.
- Bus duty will be required at times. Please check with Jamie before accepting a position.
- EA work hours for the 2015-2016 school year are:
  - o Mondays 7:30am-3:45pm (riding the bus in the morning, starting at North High)
  - o Tuesday, Thursdays, & Fridays 7:45am-3:35pm
  - o Wednesdays 7:30am-3:15pm

I look forward to a wonderful, and exciting new school year!  
Jamie Schlueter

Teaching Assistant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_