

SCHODACK CENTRAL SCHOOL DISTRICT JOB DESCRIPTION: TEACHING ASSISTANT

Position Title: Teaching Assistant

Minimum Qualifications:

Must meet all requirements as determined by the State Education Department for licensure as a Teaching Assistant. Such requirements may include attainment of a high school diploma, credits from collegiate study, examination, and work experience.

May also meet requirements as determined by the U.S. Department of Education under the No Child Left Behind Act related to high school and collegiate, study, examination, and work experience.

Reports to: Principal or Other Designated Administrator

General Responsibilities:

1. Follow and support the Board of Education mission statement and all policies outlined in the Board of Education and building manuals.
2. Work with individual students or groups of students on special instructional projects.
3. Provide teaching staff with information about students that will assist them in the development of appropriate learning experiences.
4. Assist students in the use of available instructional resources and assist in the development of instructional materials.
5. Utilize own special skills and abilities by assisting in instructional programs in such areas as foreign languages, arts, crafts, music and similar subjects.
6. Provide one-on-one tutoring for eligible students if the tutoring is scheduled for a time when a student would not otherwise receive instruction from a teacher.
7. Assist with classroom management, such as organizing instructional and other materials.
8. Provide instructional assistance or support in a computer lab, classroom, library, media center, or other instructional location.
9. Conduct parental involvement activities.
10. Act as a translator.
11. Provide other instructional support services and assist in related instructional work as required under the direct supervision of a teacher.
12. Participate in student conferences with staff and parent conferences as appropriate.