



NOTRE DAME



Assistant Teacher Responsibilities

The role of the Assistant Teacher is designed to assist the Lead Teacher with daily functions in the classroom. While the Lead Teacher is ultimately responsible for the overall program and the successful operation of the classroom, the Lead Teacher and Assistant Teacher together form a collaborative unit to provide the best learning environment for the students.

Essential Functions:

- ❖ Assist in keeping room attractive by organizing materials, preparing bulletin boards, and arranging classroom furniture
- ❖ Assist in organizing and preparing materials for instruction
- ❖ Provide support to the Lead Teacher and gives clerical assistance in reviewing student work, copying, and laminating materials for the classroom
- ❖ Write weekly classroom newsletter to be distributed to parents
- ❖ Supervise students during recess
- ❖ Follow and remain with students in Specials classes
- ❖ Help reinforce skills in small groups or individual students
- ❖ Assist in preparing Parent/Teacher Conference materials twice a year
- ❖ Assume Lead Teacher role, when Lead Teacher is absent
- ❖ Assistant may use minimal corrective measures and reprimand students, but regular and official discipline is up to the Lead Teacher
- ❖ Maintain positive relationships with colleagues and parents; contribute in a supportive manner to the life of the community; treat information related to students and faculty as strictly confidential
- ❖ Utilize release time and financial support to attend workshops, conferences, and other professional growth opportunities as approved by the principal
- ❖ Attend all meetings and professional development days
- ❖ Perform other duties as the need arises or at the request of the Lead Teacher