



Elementary Teacher Assistant

Job Description

Elementary Division

Job Title	Elementary Teacher Assistant
Classification	Local Direct Hire
Reports To	Elementary Principal
Working Hours	Faculty Hours

For purposes of the job description, the term “TA” will indicate Teaching Assistant.

Assist the Teacher

- The primary role of a TA is to assist and support the teacher in presenting the academic program for effective student learning to occur. This includes supporting the learning for small groups or individual students. Although it is the teacher’s role to grade student work and to prepare the lessons and to set the agenda for the day, the TA is to support student learning as advised by the teacher. Therefore, daily communication is required for this to be effective.
- TAs are to respect the role of the teacher (and cover teacher) at all times and especially in front of the students, parents and other faculty.
- TAs are to co-create their schedule with their assigned homeroom teacher using the schedule template. It is essential that the teacher and TA are aware of where each other are and the assignment at hand.
- TAs are to escort the students to the Specialist classes. If the specialist teacher has requested TA support for the class from the homeroom teacher in advance, the TA can help. Otherwise, the TA is to go back to the classroom to support the homeroom teacher.
- TAs will have meetings with the ES principal and the PYP coordinator several times per cycle, so please plan your teaching accordingly on this day during the 45-min. block.
- TAs will be supervisors of the Kid’s Club throughout the school year. This Kid’s Club is for **faculty children only**, Gr K- 5, and is to provide supervision of faculty children while teachers are attending PD and workshops. Engaging activities are to be prepared for these sessions in advance by the assigned TAs and under the support of the TA Coordinator. During orientation week, TAs are required to support the Kid’s Club based on a schedule.
- TAs are to attend Monday PD meetings. Again, this would be done on a rotation schedule for the leading of Kids Club.

Parent Interaction

- If a parent requests to meet to discuss a concern, both the teacher and the TA will meet with the parents. The TA may be asked to translate and should not meet with the parent without the teacher present. At times, these parent meetings are required after school, hence, the TA may be required to stay in order to help translate. The TA is not at liberty to share the student's progress with the parent - this is the job of the classroom teacher.
- For parent conferences, if numbers warrant and at the discretion of the principal, the TA may be asked to be a translator for parents.

Classroom Management

- The TA should be able to maintain the classroom when the supervising teacher exits the room. Children should respect the TA and respond accordingly.

Maintenance of the Classroom

- To create a successful classroom, the TA helps to maintain the materials necessary for each lesson. Appropriate duties could include decorating bulletin boards, cleaning the classroom, and organizing materials and books. Effective classroom environments are done in collaboration with the TA and the homeroom teacher.

Prepare Class Materials

- Teachers are responsible for planning what materials that are needed for the class. TAs can support the teacher by preparing the materials needed under the direction from the teacher. This may include, but not limited to, collecting books and materials, photocopying, making resources and laminating.

Supervise Non-Instructional Activities

- The TA provides the supervising teacher the opportunity to prepare lesson plans and to attend meetings. Non-instructional duties might include escorting children to specialists, monitoring lunch and supervising recess.

Teacher Absence

- Where possible, a substitute teacher will be provided when the homeroom teacher is absent. The TA is to coordinate with the substitute teacher or work together with the substitute teacher to provide ongoing learning. If there is no substitute available, the TA is to supervise the class and carry out the program that the teacher has prepared if the teacher is absent from the class.

Hours of Duty

- Teaching Assistant hours of duty are
 - 7:45 - 5:00 Monday
 - 7:45 - 3:30 Tuesday through Friday
 - The TA will be in the classroom at 7:45, ready to greet the students with the teacher
 - Extra hours will be required on Saturday Teacher Work Days, Parent Teacher Conferences and Teacher Inservice days.

Recess Duty

- TAs will be required to help with supervision of students during recess time according to the roster set. On “inside recess” days the TA will also be expected to help supervise the children. The TA will have a break during this time if not regularly scheduled for duty. All TAs should get a 30 mins break everyday in agreement with their homeroom teacher to when this should be.

Performance Appraisals

- Teaching Assistants will be evaluated annually by the homeroom teacher and the PYP Coordinator.