



HOWARD LAKE – WAVERLY – WINSTED ISD 2687

JOB DESCRIPTION OF POSITION:

Under the direction of the building Principal provides assistance to both teachers and students in educational lesson plans.

Job Title:	Teacher Assistant (Title 1 & K-12)	Revised Date:	11-13-17
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Job Description: Assist teachers and students with educational instruction.

- Title 1 Assistants – screen students at the beginning of the year to place them in group of ability. Re-assess them at the end of the year to evaluate progress.
- Guides students individually/groups through daily assignments in all subjects.
- Guides and works through lesson plans with students by correcting tasks and recording results as established by certified instructor.
- Assists students with mastering a variety of skills (reading, vocabulary, language arts, math/story problems etc.) Activities include drills, silent or oral reading, games, worksheet etc.
- Administers intervention testing as needed.
- Administers tests and informal quizzes to assess students mastering of the learned materials, in math, reading, language and spelling.
- Chaperones students during away from school activities and during Lunch and recess.
- Directs and assist students in getting to classes, lunch, buses, physical therapy, adaptive PE field trips, etc.
- Monitors behavior of students for appropriateness and need for discipline in halls, lunch room, play ground and buses.
- Recommends ideas, identifies problems, and aids in problem solving at meetings.
- Assists certified instructors in classroom by following lesson plans, assisting with projects/assignments, Prepares and/or assembles materials or projects, learning experience and skill practice.
- Give encouragement and praise for student’s accomplishments to help build self-esteem.
- Record names, addresses and general information on assessment sheets.
- Files students’ paper, assignment sheets and helps organize students’ paper.
- Other duties as assigned.

Job Location:	Multiple sites	Company Industry:	Public School
Job Role:	Educational Assistant	Employment Status:	Part-time
Employment Type:	Employee	Manages Others:	No
Band-Grade-Sub Grade:	B-2-2		
State Job Match Points:	138		

Qualifications:

- * Strong interpersonal skills
- * Ability to multi-task in fast-paced dynamic environment
- * Creative ideas to encourage learning
- * Computer Knowledge
- * Strong reading and math skills

Career Level:	Entry Level	Years of Experience:	[1-3 years]
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Degree:	High school or Equivalent, Two year post-secondary or Title 1 requires certificate
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Collective Bargaining Agreement – Paraprofessional Union

Approved By: Jen Olson	Date Approved: 1-16-14
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