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**MEMORANDUM**

**TO:** Prospective Teaching Assistants

**FROM:** Michael Skerritt

**DATE:**

**SUBJECT:** Teaching Assistant Job Description and Responsibilities

Putnam/Northern Westchester BOCES employs many teaching assistants in a variety of programs. From year to year or sometimes during the course of a year, it becomes necessary to transfer teaching assistants from one program to another in order to meet the needs of our students. Therefore, teaching assistants must be willing to work in all of our programs.

Attached you will find a copy of the Teaching Assistant Job Description. Please read it so that you are familiar with the duties and responsibilities of the position. In some of our programs, teaching assistants are required to perform certain tasks that are physical in nature in order to meet the needs of certain student populations. These tasks may include lifting, restraining, feeding, toileting, and diapering students, as well as swimming in the pool.

After you have familiarized yourself with the requirements of a Teaching Assistant, please read and sign below.

**I have reviewed the Teaching Assistant Job Description and additional requirements described above. I agree to and I understand that I must fulfill the essential functions of this position, and I am willing to work in all programs.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Name (Please print)**

## JOB DESCRIPTION

- I. TITLE: Teaching Assistant
- II. RESPONSIBILITY: To provide direct instructional service to students under the general supervision of a certified teacher.
- III. REPORTS TO: Administrator and/or Teacher
- IV. PRIMARY DUTIES:

A. Professional Qualities

1. Serves as an appropriate role model to students, peers and the community.
  - a. Arrives to work on time.
  - b. Exhibits neat appearance and appropriate dress.
  - c. Uses appropriate language within the school community.
  - d. Respects confidentiality of information about students.
2. Contributes to a positive emotional climate within the classroom.
  - a. Reacts calmly and in a poised manner to student behavior.
  - b. Treats students in a fair and impartial manner.
  - c. Demonstrates respect for all students.
  - d. Helps students to improve their sense of responsibility, self-discipline, cooperation and respect for others.
3. Demonstrates a positive attitude toward the school community.
  - a. Participates in designated staff meetings and in-service activities.
  - b. Seeks to communicate problems or concerns in a constructive manner to the teacher or supervisor.
  - c. Actively participates in the general life of the school: e.g., clubs, open house, mall exhibits (Occupational Education), awards assemblies.

B. Non-Teaching Duties

1. When assigned, monitors students in halls, bus area and during break time activities.
2. Helps teacher prepare and clean up classroom or lab.
3. Records attendance for teacher's reporting.
4. When assigned, assists in the safe transporting of children by bus or other vehicle.
5. Assists in the ordering and purchasing of supplies.

## Teaching Assistant

6. Manages, secures and assists in the inventorying of records, materials and equipment.
7. Helps set up audiovisual equipment.
8. Assists in the orderly arrival and dismissal of students.
9. Assists teacher in performing other clerical duties as needed.

### C. Support Teaching Duties

1. Supervises students and performs support teaching duties when services are determined and supervised by teacher.
2. Works with individual pupils or groups of pupils on instructional activities as directed.
3. Assists with the preparation of instructional materials.
4. Attends to the physical needs of students.
5. Assists the teacher in providing instructional assistance to students needing additional help.
6. Supports the teacher in helping pupils to understand the purposes of a specific lesson and engages in activities designed to achieve those purposes.
7. Assists the teacher in monitoring and reporting student progress on a daily basis.
8. Assists the teacher in taking necessary and reasonable precautions to protect the health and safety of students by providing (along with the teacher) relevant safety instructions.

### D. Instructional Duties

1. Provides small groups of students with direct instruction.
2. Provides instruction to individual students.
3. Supervises students on work projects.
4. Assists pupils in the use of instructional materials.
5. Assists teacher in the development of instructional materials.
6. Provides the instructor with information about pupils which will assist the instructor in the development of appropriate learning activities.
7. Performs other appropriate instructional duties assigned by the teacher and/or administrator.

### E. Other Duties

1. Performs other appropriate duties assigned by the teacher and/or administrator.

## **TEACHING ASSISTANT**

### **TYPICAL PHYSICAL DEMANDS** – Requires moderate sitting and standing.

Requires considerable bending, stooping, stretching or twisting. Requires frequent movement about classroom as well as moderate need to travel to external locations. Requires full range of hand and finger movement. Requires frequent need to communicate with staff members and frequent need to communicate with public and student body. May require lifting up to 50 pounds. May require physical intervention or restraint of problem student. Requires manual dexterity and eye-hand coordination. Requires ability to distinguish letters, symbols and numbers. Requires the use of basic office equipment such as telephones, copiers, etc. Requires use of basic teaching tools. Requires normal vision range.

### **TYPICAL WORKING CONDITIONS** – Work is performed in a classroom environment. Frequent interaction with staff. Moderate interaction with public. Frequent interaction with student body.