

NANTUCKET PUBLIC SCHOOLS

Job Description

TITLE: Teacher Assistant

REPORTS TO: Building Principal

TERMS OF EMPLOYMENT: School Year Contract

JOB SUMMARY: The job of the Teacher Assistant is to assist teachers with the supervision and instruction of students, providing focused attention and interventions to individual and small groups of students.

QUALIFICATIONS/SKILLS:

1. Associate's degree, with Bachelor's degree preferred, in education or related field
2. Valid Massachusetts Teaching Certificate/License preferred
3. Strong interpersonal skills, including the ability to effectively communicate with and develop relationships with students, teachers, school administration, and parents
4. Demonstrate the patience required to work with students of different abilities who often struggle with the academic and/or behavioral expectations of the general classroom.
5. Ability to work with students from diverse backgrounds. Prefer proficiency in speaking both English and Spanish.
6. Knowledge of technology-based activities that assist and facilitate student progress
7. Maintain confidentiality, respecting the rights of students and families

DUTIES AND RESPONSIBILITIES:

1. Present and/or reinforce learning concepts and lessons prepared by teachers, by adapting and reviewing material with students one-on-one or in small groups;
2. Provide extra assistance to students with special needs, such as those with physical and mental disabilities, and students identified as non-English-speaking.
3. Enforce school and class rules to help teach students proper behavior;
4. Help supervise students in class, in "specials", between classes, during lunch and recess, and on field trips;
5. Assist teachers with recordkeeping and clerical duties;
6. Observe and monitor students' academic and behavioral progress and record relevant data;
7. Provide observations and participate, when necessary, in teacher-parent conferences;
8. Assist teachers in preparing for lessons by getting materials and resources ready for student use;
9. Carry out therapeutic regimens, such as behavior modification and personal development programs, under the supervision of special education instructors, psychologists, or therapists;
10. Help with feeding and other basic care, including toileting;
11. Attend staff meetings and serve on committees if and when required; and
12. Perform other related duties as required or the situation dictates

EVALUATION: Performance will be evaluated twice a year by the Building Administration, with input from the teachers.