



Teacher's Assistant JOB DESCRIPTION

The Teacher's Assistant reports to the Board of Directors of the North Seattle French School and works in close collaboration with the assistants and other Teacher's Assistants of the school.

Responsibilities

The Teacher's Assistant is to provide a nurturing environment for children to explore and learn so that each student can reach his/her fullest academic, intellectual, social, emotional and physical potential. The Teacher's Assistant is responsible for all communication with the parents in regards to each student academic progress.

Duties

Pedagogical Performance

- Teacher's Assistant should be familiar with the curriculum and all programs in the language of instruction
- Work with the student individually and in groups as needed
- Remain informed on educational and best classroom practices through media and publications
- Attend conference with parents at the request of the teacher
- Teacher's assistant should not initiate conference with teachers
- Supervise the children on the field trips
- Participate in supervising free play and outdoor play
- Teacher's assistant may suggest themes and activities for the classroom but it is subject to the teacher's approval since the teacher is responsible for the curriculum

Classroom Management

- Assist the teacher in setting up and maintaining a clean and orderly physical environment conducive to optimal growth and development of children
- Participate in fire drills alternating months
- Use equipment and supplies conscientiously and respectfully

- Attend and actively contribute to staff meetings
- Supervise and assist children with meals and clean up

Students

- Give positive direction to children to prevent arguments, conflicts, or fights
- Maintain discipline by assisting the teacher in establishing and communicating expectations with students and enforcing the rules with consistency, fairness and firmness. Cooperate with the board of directors when support of discipline is necessary
- Notify the teacher regarding students with academic, social or behavioral issues

Faculty and Staff

- Exhibit leadership qualities with faculty and staff relations through problem solving, flexibility and communication
- Support the teacher and other staff to ensure consistency and continuity of all programs
- Attends and participate in meeting as requested by the teacher and board

Parents

- Greets each parent and child daily
- Relate to parents in order to foster the growth and development of their children
- Assist the teacher in the preparation of the parent Teacher's Assistant conferences twice a year
- Share relevant information received from a parent with the teacher

Administration

- Participate in a professional and objective manner in the faculty evaluation/development process
- Be responsible for seeing the board of directors' approval and support for professional learning opportunities that are inline with our program

Qualifications

The Teacher's Assistant must have a good knowledge of children development and school programs. The Teacher's Assistant must have a minimum of 2 years experience working with children. In addition the Teacher's Assistant must have

- very strong organizational and communication skills
- strong classroom management skills
- the ability to work individually and as a member of a team
- be detail oriented
- ability to follow directions and take initiatives
- be passionate about providing the best education to all children

- Teacher's Assistant must have attended a first aid class

Teacher's Assistant Name _____
Teacher's Assistant Signature _____
Date _____

Board Name _____
Board Signature _____
Date _____