**Teachers Assistant Agreement and Duties**

**Objective:** To provide support for the faculty, staff, and students in the areas of academics, classroom management, and academics.

**Classroom**

* Assist the teacher in the areas of classroom management, supporting small group instruction, and at times, grading.
* Have a designated space for work
* When assisting in classroom management , correct behavior in a tone that does not interrupt the lesson
* Actively monitor the classroom when the lead teacher is providing instruction
* Help with sending home daily progress charts and preparing homework folders
* Be available to assist multiple classrooms during our STAR Testing Windows.

**Daily Procedures**

* Assist with students being lined up on the yard and that no children are playing
* Possibly assist in the office with students who are tardy or at tardy station
* Assist with yard coverage for all grade levels
* Arrive no later than 8:00 am regularly and work no longer than 2:00 pm

**Professionalism**

* Dress appropriately for the professional environment ( no open toed shoes, clothing should not be revealing, no gym clothes)
* Act as a support to the teacher in the classroom working together not as separate ideals
* Communicate with principal and office regarding days that may be missed or any issues with payment
* Cell phone usage should be only for times when a scheduled break is being taken
* Be proactive about providing support to the assigned classroom
* Keep workspace clear and organized

**Educational Requirements**

* Show proof of high school graduation
* Virtus Trained and fingerprinted
* An interest in educational or youth advocacy careers
* Hours vary depending on availability