

San Miguel School Teacher Assistant Job Description
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Responsibilities

- Follow the daily schedule as provided by the classroom teacher
- Discuss assigned duties with classroom teachers in order to coordinate instructional efforts.
- Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
- Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
- Tutor and assist children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers.
- Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
- Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students.
- Distribute tests and homework assignments, and collect them when they are completed.
- Enforce administration policies and rules governing students.
- Grade homework and tests, and compute and record results
- Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage.
- Observe students' performance, and record relevant data to assess progress.
- Organize and label materials, and display students' work in a manner appropriate for their eye levels and perceptual skills.
- Organize and supervise games and other recreational activities to promote physical, mental, and social development.
- Participate in teacher-parent conferences regarding students' progress or problems.
- Prepare and develop various teaching aids as instructed by the classroom teacher.
- Take class attendance
- Attend staff meetings when asked by the principal
- Laminate teaching materials to increase their durability under repeated use.
- Maintain technology in classrooms and assist students with devices
- Type, file, and duplicate materials
- Substitute for another classroom when needed

Requirements:

- Classroom experience (as teacher or teacher assistant) in an elementary school
- Experience collaborating with parents and educators
- Bilingual in English and Spanish (preferable)

Schedule:

- Full-time
 - 7:30am – 3:30pm Monday - Friday