



JOB DESCRIPTION

ES CLASSROOM TEACHING ASSISTANT

Reports to: Classroom Teacher / Grade Level Team Leader

Job Summary: The ES Classroom Teaching Assistant will perform various duties for the teacher, generally assisting young children in their activities, instructional support, classroom preparation of materials and supervision.

Duties:

1. Maintain a caring yet professional relationship with the students through respecting each student as an individual.
2. Support students by guiding them to better organize their work, encouraging them to seek help and support, as needed, and developing independent work habits.
3. Maintain accurate records of student attendance, work completed, and any relevant anecdotal comments.
4. Present subject matter to students under the direction and guidance of teachers, using small group activities, discussions, or supervised teaching methods.
5. Enforce administration policies and rules governing students.
6. Record relevant data to assess progress.
7. Reproduce materials, collate and staple for distribution to the team and students.
8. Prepare student work and folders/resources/materials.
9. Attend to the collection / return of technology devices, school resources and library materials.
10. Prepare bulletin boards, displays and exhibits as instructed.
11. Prepare and clean art and other projects/activity materials as instructed.
12. Assist in the supervision of students in the classroom and during recess / lunch time and during arrival and dismissal times.



13. Maintain office supplies for teachers and place orders through the ordering process.
14. Check children's bags daily and relay messages or communications as needed to/from parents.
15. Supervise and guide students with their activities including safe and orderly transitions.
16. Maintain the classroom and workroom areas in a neat and tidy condition.
17. Assist in the preparation of orders, and ensure items are checked as received.
18. Exercise initiative, be flexible, adaptable and responsible.
19. Assist young children with personal hygiene as and when needed.
20. Help communicate with bus driver / monitor or other personnel.
21. Be attentive to the safety of young children in the playground with vigilance, always maintaining line of sight .
22. Transport students safely to and from the buses daily.
23. Carry out any other duties as required from time to time.

Update: April 25, 2019