

Job Description

TEACHER ASSISTANT

Job Description:

- Ability to work with children who have learning disabilities and/or Attention Deficit Disorder.
- Complete and record the majority of daily grading for the classroom teacher.
- Assist the teacher, when asked, with classroom activities.
- Maintain files, folders and behavior charts.

Primary Responsibilities:

- Grading all daily assignments.
- Supervision of children at break, lunch, dismissal time and other times when necessary.
- Maintain accurate grading records.
- Copy and maintains assigned files and records.
- Report to the teacher.
- Uphold all behavior rules for the class and the school.

Job Qualifications:

- Experience working with children who have learning disabilities and/or Attention Deficit Disorder.
- Strong organizational and communication skills.