

Middlesex Public Schools
JOB DESCRIPTION

Job Title: **TEACHER ASSISTANT**

Qualifications

1. BA/BS Degree*
2. Minimally holds substitute teacher certification, teacher certification preferred
3. Ability to work effectively in a classroom setting
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

* Teacher Assistants hired prior to September 2016 may hold alternative qualifications.

Reports to: School Principal

Job Goal: Work as a collaborative team member with the classroom teacher(s), Child Study Team and other instructional support personnel.

Performance Responsibilities:

1. Assists the classroom teacher with in-class instruction.
2. Assists classroom teacher with instruction of individual and small groups of students using plans developed by the teacher.
3. Works as a collaborative team member with the classroom teachers and other instructional support personnel.
4. Assists with supplementary work with students and supervises independent study (remedial or accelerated).
5. Implements classroom management/discipline strategies using the same model/approach as the classroom teacher.
6. Assists in the preparation and modification of instructional materials as directed by the teacher.
7. Assists with supervision of students as needed during structured play, lunch transactions, etc.
8. Participates in communication activities including meetings and parent conferences under the direction of the classroom teacher.

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9. Participates in professional development and specialized training as appropriate to specific placement.
10. Displays ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school;
11. Protects confidentiality of records and information about students and staff, and uses discretion when sharing any such information within legal confines;
12. Is familiar with the student's IEP Goals and Objectives and any specialized needs.
13. Adheres to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations;
14. Performs any duties and responsibilities including emergency teacher coverage that are within the scope of employment, as assigned by the teacher or principal, and not otherwise prohibited by law or regulation.

Contract Conditions: Annual Contract (Non-tenurable)

Terms of Employment: 10 month

Evaluation Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of non-certified personnel.

Board Approved: **September 4, 2001**

Revised: **August 22, 2016**

Revised: **September 25, 2017**