



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: Teacher Assistant

Board Approved: September 8, 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. Passage of the *Work Keys* assessment or completion of 48 college credits
2. High School Diploma or GED; additional schooling preferred but not required
3. Demonstrate aptitude for, and interest in, working with children
4. Such other qualifications as may be set by the Board of Trustees

SUPERVISES

None

REPORTS TO

Principal and Supervision Teacher

JOB GOAL

1. To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned
2. To assist the teacher in maintaining appropriate classroom activities and environment in order that students may learn effectively

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

1. Assist the teacher in providing an individualized approach to teaching
2. Assist students in activities assigned by and under the direction of the teacher
3. Provide assistant to the individual needs of students while the teacher is working with other groups
4. Supervise small group activities
5. Reinforce skills which have been previously introduced by the teacher
6. Assist students in specific skill development
7. Hear the student(s) in recitation, reading, and other curriculum tasks, guiding and helping them, but not teaching them
8. Supervise small group activities
9. Arrange displays and assist in setting up interest corners under the teacher's direction
10. Assist absentees to make up work
11. Assist the teacher and students by operating various technologies in the classroom
12. Assist in the general supervision of students in halls, restrooms, playgrounds, or any other area of the school campus
13. Promote parent/community involvement in the instructional program
14. Assist substitute teachers
15. Assist with record keeping
16. Assist the teacher with general learning activities, such as grading tests, making bulletin board, setting up learning centers
17. Abide by confidentiality regulations
18. Clear all parent/community communication through classroom teacher(s)
19. Perform other duties as assigned by administration

TERMS OF EMPLOYMENT

183 days annually with salary in accordance with the assistant teacher salary schedule as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually by the: principal and/or supervising teacher in accordance with the provisions of Board Policy.