



JOB DESCRIPTION

- Title:** Teaching Assistant
- Supervisor:** Classroom Teacher/Education Coordinator/Education Director/Transportation Director
- Qualifications:** High School Diploma/GED or higher and preferably two years' experience working with preschool children.

Responsibilities:

- I. Operations/Classroom:
- A. Assist in maintaining a developmentally appropriate and stimulating atmosphere within the classroom, utilizing up-to-date curriculum and curriculum aids as instructed by teacher.
 - B. Assist in establishing and maintaining a safe and healthy environment for the students as instructed by the teacher.
 - C. Check the daily lesson plan and carry out the teacher's instructions.
 - D. Communicate with physical therapist to receive updates/instructions on student positioning and exercises.
 - E. Supervise students when teacher is not present.
 - F. Communicate to teacher any concern which pertains to students, staff, policies, etc.
 - G. Suggest and attend appropriate continuing education classes.
 - H. Assist with special programs.
 - I. Serve snack/lunch to students daily according to DSS Child and Adult Care Food Program guidelines.
 - J. Maintain daily lunch, snack, and attendance records according to CACFP guidelines as requested by classroom teacher.
 - K. Take the lead in the classroom in the event of the teacher's absence.
- II. Fiscal Management:
- A. Assist the teacher in yearly classroom budget planning.
 - B. Make recommendations to the teacher for classroom equipment/software updates.

III. Planning & Development:

- A. Assist the teacher in compiling a weekly lesson plan.
- B. Assist the teacher in assessing developmental levels of students .
- C. Assist the teacher in compiling documentation for student reports.
- D. Assist the teacher in planning and implementing a total program for each student.
- E. Provide necessary information to the teacher to assist in the planning processes leading to the adoption of programs and policies.
- F. Assist, as required, with the planning and development of long range goals and objectives for the Center.

IV. Policies and Standards:

- A. Make recommendations to the supervisor for development, review, and revision of Center Policies and Procedures.
- B. Carry out policies and programs that pertain to the classroom as adopted by the Board of Directors.
- C. Promote the Meyer Center mission whenever possible in the community within the confines of the personnel policy.

V. Regulatory Agencies:

- A. Comply with all licensing standards and regulations set by DSS Day Care Licensing, DSS Child and Adult Care Food Program, ABC Voucher, DHEC, Medicaid Transportation Program, UTMA, and the Board of Directors.
- B. Participate in United Way Campaign and fundraising activities as requested.
- C. Serve as a sub bus monitor as needed based on a rotating sub bus monitor schedule.
- D. Such other duties as requested by the Education Coordinator or the supervising classroom teacher.

Paraprofessionals

Requirements for Paraprofessionals

According to Title I of the Elementary and Secondary Education Act (ESEA), all instructional paraprofessionals in Title I schools or targeted assistance programs must complete at least one of the following three requirements:

1. At least two years of study (60 semester hours) at an accredited institution of higher education; or
2. An associate's degree (or higher); or
3. An approved state or local academic assessment that measures the paraprofessional's knowledge of and ability to assist in instruction of the following subjects at the appropriate level:
 - To meet this assessment requirement, paraprofessionals may choose one of the following state approved tests:
 - [ParaPro Assessment](https://ets.org) (ETS.org). The minimum passing score on this test is 456.
 - [ACT.org - WorkKeys](https://act.org) (ACT.org). The following four areas are required: reading, writing, mathematics, and an inventory survey.

The minimum passing score on the required assessments are as follows.

Applied Mathematics - 4

Reading for Information - 4

Writing or Business Writing - 3

Instructional Support Inventory - 3

Timeline for *New* and *Veteran* Paraprofessionals

All new and veteran instructional paraprofessionals in Title I schools or targeted assistance programs must have completed at least one of the above requirements. *New* paraprofessionals must have met the criteria prior to their date of hire.

The U.S. Department of Education Non-Regulatory Guidance for Paraprofessionals provides more information for paraprofessionals and administrators. [USDE Paraprofessional Guidance](#) (ed.gov - updated March 2004) (PDF, 74kb)

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