

# JOB DESCRIPTION

**PDY/PAY Afterschool**

Teacher Assistants work directly alongside and under the Lead Teacher's supervision to give students additional instruction and activities. Teacher assistants are expected to do the following:

## Duties & Responsibilities

- Reinforce lessons and plans presented by teachers and review material with students one-on-one or in small groups
- Enforce program and classroom rules to help teach students proper behavior that is compliant with the Parent/Student Handbook
- Assist teachers with record keeping, such as tracking attendance and communication with teachers, report card/progress report tracking
- Help supervise students during class time, transitional periods, recreational times and field trips (as necessary)
- Clean, sanitize and disinfect all used areas and equipment at the facility
- Perform other duties as assigned by Program Administration

## Additional Qualifications

Below are skills needed to ensure you are adequately preparing your students to accomplish the goals of PDY/PAY Afterschool Program:

- Communication Skills: teacher assistants should be able to discuss student progress with teacher and parents and professionally communicate your ideas with the proper personnel
- Interpersonal Skills: teacher assistants interact with a variety of people, including teachers, students, parents and administrators. They should be able to develop good working relationships with employee and program attendees.
- Instructional Skills: teacher assistant must be able to read, understand and interpret the ideas of the lead teacher, provide feedback and assistance to students in need of academic help and provide clear and concise instructions to classroom participants
- Patience: teacher assistants must be able to work with students of different abilities and backgrounds, provide patience towards students and families with issues or concerns and professionally deal with students that present behavioral challenges throughout the program day.
- Resourcefulness: teacher assistants are expected to reinforce lesson plans and explain necessary information to students in a way that meets each student's learning style.
- People Skills: Engaging with parents and creating healthy relationships with students and faculty will help create a quality learning environment.