



## Teacher Internship - Instructional Assistant / Teacher Aide

**PRIMARY PURPOSE:** To assist the teachers in the preparation and management of student activities to ensure that each student is provided an exemplary education by meeting individual needs.

### MAJOR RESPONSIBILITIES AND DUTIES

- Assists teachers with curriculum planning, supervision, and teaching of children or adults in a classroom setting; assists in presenting and reinforcing learning concepts.
- Ability to follow directions from multiple teachers and follow an assigned schedule.
- Provides support to the teacher to ensure a safe and stimulating educational environment.
- Assists the teacher in preparing lesson outlines, plans, and curricula in assigned areas.
- Plans, prepares, and develops various teaching aids for use in classroom, including activity sheets, drawings, and similar handouts.
- Uphold and enforce school rules, administrative regulations, and state and local board policy.
- Work with individual students or small groups to conduct instructional exercises assigned by the teacher.
- Assist with the administration and scoring of objective testing instruments.
- Assist in supervising students throughout the school day both inside and outside the building.
- Keep the teacher informed of any special needs or problems of individual students.
- Assist in maintaining a neat and orderly classroom. May be required to rotate among classrooms with students of various needs.
- Assist the teacher in keeping administrative records and preparing required reports.
- Participate in in-service training programs, faculty meetings, and special events, as needed.
- Provide orientation and assistance to substitute teachers.
- Supervise classroom when teacher is attending scheduled meetings.
- Supervise students getting on and off the bus.
- Supervise students in cafeteria.
- Assist with social strategies implementation as needed for individual students.
- Demonstrate regular and prompt attendance to ensure a consistent focus on student learning
- Assist in inventory, care and maintenance of equipment.
- May be required to perform or assist in the diaper-changing routine daily and aid in toilet-training and other self-help skills. Presents subject matter to children or adults, under the guidance of a teacher, utilizing a variety of methods including stories, discussions, and role playing.
- Leads classroom activities; may confer with parents on children's progress in the absence of the teacher.
- Assists children or adults, individually or in groups, with lesson assignments to present or reinforce learning concepts.
- May lead, guide, and train staff/student employees, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.
- Performs miscellaneous job-related duties as assigned.

### GENERAL QUALIFICATION GUIDELINES

- Associate Degree or 48 college earned hours (9 of these hours must be in English Language Arts and 6 in Math) **or** Successfully passed the Para-Pro exam
- Ability to communicate in English effectively, both orally and in writing.
- Ability to understand and follow safety procedures.
- Ability to understand and follow specific instructions and procedures.
- Ability to provide activities for children that encourage healthy growth.
- Child supervision skills.
- Ability to provide a supportive and caring environment for children.
- Skill in preparing instructional aids and plans.