

## **Assistant Teacher Job Expectations**

### General Responsibilities:

- Assist in classroom management and behavior management, including the creation and implementation of behavior plans.
- Assist, plan, and guide reading groups and/or math groups as needed.
- Share all information from support staff with lead teacher.
- Assist with any RTI interventions as directed by lead teacher.
- Assist in preparation for all assessments. (MAPS, DRA, TCAPS)
- Maintain classroom expectations during lunch, recess, line time, library, computer lab, and specials.
- Maintain all classroom supplies and replenish as needed.
- Give peace lessons on regular basis.

### Classroom Management:

- The assistant is the first point of contact for classroom management; this should be his/her first and highest priority. The assistant should be moving quietly and purposely around the room monitoring behavior at all times without interrupting working children. We respect concentration and focus and expect the children to do the same.
- Assistant interactions with children should be no longer than 15 seconds.
- Children who are not working and/or interrupting others must be quietly and quickly redirected. E.g. "It is time to return to your work." "I see that you are up from your seat, please return." "Your friend is working hard, you need to let him/her focus now." "I see that you have math (or whatever) to do on your work plan still, what work are you going to get out?"
- Children sitting together but not working must be separated if a single warning does not suffice.
  - Warning: "If you want to continue working together, you need to focus on your work (project, math, etc.). I will check back in 10 minutes to see how you are doing."
  - Consequence: "I see that you are unable to do your best work together, I need you to move/separate now. Thank you." Do not let them engage you in a conversation about this. If they argue, be firm and direct. "You need to separate for now, you may try working together again tomorrow."
  - The lead needs to know which children need to be repeatedly separated and/or redirected so that she can make workspace accommodations and find ways to get them engaged in their work.
- Unresolved conflicts between children need to be directed to the lead. She may have the children sit quietly next to her until she finishes what she is doing and then will talk to them.
- Repeated redirection/disruption needs to involve the lead for further discipline.

- Children should be in their work spaces, focused on their work.
- Snack table should be engaged in quiet, appropriate conversation.
- No child should leave the room without the assistant's or lead's knowledge.
- All student work should be checked and signed off by the lead unless otherwise noted.
- If a student is having trouble with a Montessori work, the lead needs to know so that she can provide appropriate follow-up lessons. Redirecting the student to the lead to let her know is appropriate.
- Inappropriate behavior such as touching, fighting, teasing, etc. must be stopped and brought to the lead's attention immediately.
- Children must be in the classroom when scheduled. The lead relies upon the children being in class when scheduled for lessons and presentations. E.g. if the students need to be seated in the classroom by 2:00 the assistant needs to plan his/her time accordingly to ensure children have used the bathroom, etc. and are ready for class on time.

#### Communication:

- All specialists (Speech, Special Ed, ELL, Psychologist, etc...) must be referred to the lead, even if they are just pulling students.
- All communications from administration and parents must be given directly to the lead (except tardy slips) as soon as received. Notes on the desk do not suffice.
- All injuries must be reported to the lead as soon as possible. An incident report should be filled out by you for anything more than a "boo boo".
- All behavioral matters on the playground or lunchroom need to be reported to the lead as soon as possible.
- Communications about children must be out of hearing of that child, his/her classmates, and parents.
- All communications with parents regarding their children must be with the lead. Assistants may not discuss a child's performance, behavior, or any other matter with a parent without lead and/or head of school consent. Politely but firmly explain to parents that it is school policy that all conversations regarding students or school policy must be with the lead teacher or the head of school. Direct parents to the lead, a school administrator, or head of school as appropriate.

#### Miscellaneous:

- In keeping with the Employee Handbook, second jobs must not interfere with the needs of the classroom and the requirements of the assistant's job.
- Assistants are expected to observe and make note of the lead's modeling of interactions with children, directions given to children regarding expectations, work projects, disciplinary actions, etc., and implement and support the same. The assistant should have a way to take notes or otherwise create a reference

for these observations. The assistant should be able to answer with specificity questions about what he/she has learned and observed if asked. The assistant may also want to write down assignments/projects and due dates to ensure that work is completed accurately and when needed by the lead.

- Assistants should be available to meet with the lead once per week to discuss classroom matters, observations, goal-setting, feedback, etc.
- Requested reading and research must be completed by the date agreed upon by the lead and the assistant. Discussion may be verbal or in the form of a written assignment related to the reading.
- When the lead is working with all the children on circle, the assistant should be seated and quietly working. If he/she must move about the room it should be as discretely and minimally as possible to avoid distracting the lead and the children.
- We generally cannot accept money from children for school matters. If a child hands us funds, they must go to office staff (lunch money). Lead needs to know about this so that he/she can email the parent and ask them to please drop money off with admin and not send it with their children.

Absence:

- Arrange for own sub using our preferred sub list or Smart Find Express.
- Call lead & school personnel.
- Fill out time off request sheet.