## **Child Specific Teacher Assistant Job Description**

Job Title: Child Specific Teacher Assistant

Employed by: Richland Parish School Board.

Qualifications: High School Diploma, 20 years old or older; 10<sup>th</sup> grade placement on an identified standardized test.

Reports to: Teacher, Principal, Special Education Supervisor, Superintendent.

**Supervises:** Student(s) related to assignment.

Job Goal: To assist in helping students succeed in the learning environment.

## **Job Duties Responsibilities:**

- 1. Assist students with developmentally appropriate activities.
- 2. Conduct learning activities with small groups of students.
- 3. Modify instructional strategies based on recommendations and evaluations.
- 4. Use a variety of materials and instructional techniques when appropriate.
- 5. Attend professional development training as directed.
- 6. Perform any other duties as assigned by the appropriate authority.
- 7. Confer daily with assigned teacher and frequently with the site supervisor to reflect on student progress and to identify instructional changes that need to be made.
- 8. Secure or make manipulatives that will enhance learning of all children.
- 9. Keep students engaged in learning activities.
- 10. Monitor pretest and posttest results.
- 11. Maintain required documentation and data collection on student performance.
- 12. Be sensitive to social and emotional needs of all students.
- 13. Arrive promptly and follow assigned schedule.
- 14. Display a professional disposition (positive attitude, included) at all times.
- 15. According to FERPA, keep all student personal, academic, and behavioral information confidential.
- 16. Follow the chain of command protocol for any grievance or concern.

Child Specific Teacher Assistant Signature	Date
Principal	Date