

Assistant Teacher/Aide/Paraprofessional Job Description Checklist

_____ Allow them to use their abilities and talents; give them the chance to make and try suggestions.

_____ Let them see that you appreciate initiative. Make sure they realize that they are essential to the success of the students with whom they work.

_____ Treat your aides, paraprofessional or assistant teachers as "second teachers" in the classroom.

_____ Encourage them to look around, see what needs to be done, and do it.

However be very aware that liability issues may arise if the children are left with an aide, paraprofessional or assistant teacher who is not a licensed certified teacher. If a child gets hurt or problems arise while you are not in the room there could be problems. Meet with your supervisor and discuss this matter to see what your guidelines and responsibilities are in these cases.

_____ Make the aide, paraprofessional or assistant teacher aware of the IEP goals for each student. These individuals will acquire personal growth when you trust them and appreciate what they do.

_____ Short written notes of thanks are a really good practice such as "I want to thank you for being so positive when talking to the students.

_____ First-year teachers seem very unsure of how to use their aide. If aides are idle, resources are being underutilized.

_____ Aides and teaching assistants perform numerous duties including assisting with grading and duplicating worksheets.

_____ Working with students, however, whether individually or in small groups is their most important function.

_____ If problems arise with your aide, paraprofessional or assistant you may want to meet with the school psychologist, your coordinator of special education or the principal to determine a way to resolve the problems. It is advisable to act promptly in these instances, the longer you wait to talk about a challenging situation, the more difficult it often becomes.