

Teacher Assistant

Volunteers of America- Greater NY

Bronx, NY

Assistant Teacher

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Job Description

Assist classroom teacher in all aspects involving instruction, documenting progress, and safety of students.

Responsibilities

PRINCIPAL RESPONSIBILITIES

1. Work with individual children or groups of children on special instructional projects and activities as planned in conjunction with the teacher.
2. Write individual anecdotal records and/or keep record of discrete trial instruction of students by providing the teacher with information about the children that will assist the teacher in the development of appropriate learning experiences.
3. Meet with teacher to plan instructional activities and materials thereby utilizing their own special skills and abilities by assisting in instructional programs in such areas as: foreign languages, arts, crafts, music, and similar subjects.
4. Escort students to and from the school buses at arrival and dismissal time. Escort students throughout the building outside of the classroom.
5. Communicate with parents verbally and in writing under the direction of the teacher, or in absence of the teacher.
6. Participate in staff development activities.
7. Attend team meeting conferences as appropriate.

8. Assume the position of teacher-in-charge of a classroom for up to 40 days during the school in the absence of a certified classroom teacher.

Qualifications

MINIMUM QUALIFICATIONS

High School diploma and New York State Certification as a Teacher Assistant.

Application Instructions

Please apply at [Work for Us - Volunteers of America-Greater New York | Volunteers of America \(voa-gny.org\)](http://www.voa-gny.org)