

CLASSROOM ASSISTANT'S RESPONSIBILITIES

Many teachers need and are grateful for the cooperation of a classroom assistant. Each teacher conducts his or her class in the manner, which is comfortable for him or her and the children. Assistants have the opportunity to help the teacher and to enjoy being with the children.

A. Before Class

1. Arrive early; about 15 minutes before class begins.
2. Discuss with the teacher specific tasks that need to be done during the class.

B. During Class

1. Coats, etc. – Help the children as they arrive.
2. Attendance – Help check off children's names on the chart.
3. Join the group discussion and show a listening attitude.
4. Participate in songs, games and finger plays, etc.
5. Be ready to help the teacher set up, distribute and collect the materials.
6. Creative Activities – Assist the children. Encourage the children in what they are doing. A simple "I like the color you are using," means a lot to them. Try to avoid showing the children how to do the activity.
7. Be alert to what is happening. The group situation is the responsibility of the teacher. However, there may be times when the assistant will see something before the teacher does. A suggestion the assistant might make to a child could avert a problem.
8. Bathroom – Assist the children as needed.

C. After Class

1. Leave-taking – Assist the children with coats, parent letters, projects and other items. Be sure no child leaves without being called for by family members.
2. Clean up – Help the teacher clean up the class area. Leave the room, as it was found and return all items borrowed to their proper place.