**WESTFORD PUBLIC SCHOOLS**

**Job Description**

**TITLE:** TEACHER ASSISTANT

**QUALIFICATIONS:** Experience with classroom developmental and remedial programs desired.

**REPORTS TO:** Building Principal/Assistant Principal

**JOB GOAL** To assist teachers in providing students with a nurturing, supportive and collaborative environment where curriculum and instruction is aligned to standards and the needs of each child.

**DUTIES:**

* Integrate into the classroom setting, working under the direction of the classroom teacher to support student engagement.
* Maintain flexibility in day-to-day priorities set to reflect changing student needs.
* Work in multiple classrooms or environments during the school day.
* Maintain a high level of ethical behavior and confidentiality of information.
* Adapt and acquire new skills and knowledge and use them consistently to support student engagement with learning activities, social interactions, and the school day
* May be assigned to a non-traditional instructional setting (i.e. library, media, extended day) at the discretion of the building administrator

**SUPERVISES**: N/A

**PERFORMANCE RESPONSIBILITIES**

1. Become familiar with the students’ educational, social/emotional and or behavioral needs
2. Assist with specific student supports, either as individual or small group in the implementation of educational/IEP goals and benchmarks
3. Provide regular feedback on the progress and challenges experienced by assigned student(s) in addressing educational/IEP goals
4. Demonstrate the ability to work with diverse learning styles
5. Reinforce the principles of social interaction programs by modeling positive behavior
6. Support classroom routines and procedures as established by the classroom teacher
7. Maintain a high level of ethical behavior and confidentiality of information
8. Demonstrate flexibility, dependability, and self-direction.
9. Assist in implementing the school-wide goals for maintaining a safe environment.
10. Provide support services in all environments of the school setting under guidance of the special education liaison, related service providers, academic and behavior interventionists, and building principal.
11. Provide behavioral support including but not limited to data collection, student specific accommodations, and implementation of behavior support plan (Special Education Teacher Assistant only)

**CERTIFICATION**:

**TERMS OF EMPLOYMENT**: Westford Education Association, Unit E Agreement

**EVALUATION**: Per Unit E Agreement

**The Town of Westford is an EEO/AA Employer**

Updated: 6/20/2016