



magnolia speech school

Magnolia Speech School

Assistant to Classroom Teacher

A person who is hired as an assistant at Magnolia Speech School will be joining the staff as a paraprofessional and will be expected to consistently conduct themselves in a professional manner.

-Reports directly to Supervising Teacher

-Skills Required:

High School diploma (minimum)
Some college preferred
3-5 years of experience in similar setting
Personable, enjoys children
Excellent communication skills – written and verbal

Duties and Responsibilities:

Comply with all requests of your teacher (make materials, assist her in any way she needs)
Read and understand the Staff Policy Handbook
Become familiar with children with communicative disorders
Become familiar with The Association Method
Be punctual; Arrive on time and stay timely in all daily activities
Maintain good attendance
Observe all dress codes; dress professionally
Maintain assigned duties for lunchroom, playground, library, and other special settings
Attend professional meetings as requested
Model appropriate language (appropriate words, sentences, and grammar)
Maintain confidentiality in all situations; NEVER discuss a child's progress or actions with a parent
Act respectfully with students, teachers, and colleagues
Follow planned activities from the teacher's direction
Ensure that children are always properly supervised
Listen for and take notes for spontaneous language samples
Assist children with pack-up in the afternoon
Take initiative within the structure of the classroom
Model appropriate social interactions (good manners, gentle words, thoughtfulness in daily work)
Respect your co-workers
Complete required incident and accident reports
Maintain an open, pleasant attitude
Other duties as assigned