



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:

Some college preferred
or 3-5 years of experience in similar setting
Personable, enjoys children
Inquisitive, interested in learning
Excellent communication skills – written and verbal

Duties and Responsibilities:

Comply with requests of classroom teacher (make materials, assist her in any way she needs)
Comply with requests of Instructional Specialist
Become familiar with children with communicative disorders
Become familiar with The Association Method
Model appropriate social interactions (good manners, gentle words, thoughtfulness in daily work)
Model appropriate language (appropriate words, sentences, and grammar)
Maintain confidentiality in all situations
Be punctual; Arrive on time and stay timely in all daily activities
Maintain good attendance
Observe all dress codes
Maintain assigned duties for lunchroom, playground, library, and other special settings
Attend professional meetings as requested
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
Take initiative within the structure of the classroom
Respect co-workers
Maintain an open, pleasant attitude
Serve on at least 2 school committees
Other duties as assigned