

**FRANKLIN LAKES SCHOOLS**  
**Franklin Lakes, New Jersey**

**TITLE:** Teaching Assistant

**QUALIFICATIONS:** 1. Teaching Certificate/substitute certificate preferred.  
2. Experience working with children

**REPORTS TO:** Teacher/Principal

**JOB GOAL:** To assist the lead teacher in maintaining a class environment that fosters learning and personal growth; to help pupils to develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and to foster good relationships with parents and other staff members.

**PERFORMANCE RESPONSIBILITIES:**

1. Provide support to lead teacher in charge of classroom.
2. Reinforce lessons in small groups or for individual students as needed.
3. Escort and supervise students during less structured times as assigned by teacher.
4. If eligible, serve as a substitute in a lead teacher's absence.
5. Monitor classroom behaviors and support behavior management plans designed by lead teacher.
6. Assist lead teacher with lesson preparation.
7. Support the maintenance of a well-organized learning environment.
8. Perform other duties as assigned by lead teacher/principal

**TERMS OF EMPLOYMENT:** **Part-time**/Ten-month basis. Salary to be established by the Board.

Approved: