

**JOB DESCRIPTION  
TEACHER'S ASSISTANT OR AIDE**

**Qualifications:**

A Teacher's Assistant (TA) will be responsible for aiding a classroom teacher in the general supervision, management, and education of children. The TA should be at least 18 years of age, have a proficient knowledge of the German language and ideally, have some practical experience in the handling, supervising, and/or education of children. The TA should be able to relate and work well with children and peers alike and be willing to fulfill responsibilities in accordance with the educational philosophy of the German Language School of Union County.

**Responsibilities (Shall include but are not limited to the following):**

- Implement the weekly educational program under the direction of the classroom teacher.
- Contribute to the planning for and preparation of the learning environment; which includes collecting and preparing needed materials and supplies, operating audio/visual aids (cameras, projectors, sound media, etc), and end-of-day clean-up.
- Supervise the classroom when the teacher is not present.
- Supervise outside playground activities.
- Treat all students with dignity and respect.
- Maintain an ethical, professional attitude and bearing, and loyalty to the school when dealing with parents, peers, and the community.
- Safeguard the confidentiality of information pertaining to the students, families, and employees of the German Language School of Union County.
- Follow directions given by the head teacher and/or principal.