

Support Staff daily activities

- Collection of money from parents and students
- Bulk photocopying
- Continuously walking around the room during instruction to monitor and assist students
- Assists teacher to implement the developmental assessment for each child to determine the child's strengths and areas in which each child may need help
- Plans with and assists the teacher in preparing materials and supplies in advance for activities.
- Assists the teacher in maintaining confidential child classroom folders, by placing materials and school communication notices in homestudy folders
- Works with the teacher to facilitate activities for all children both indoors and outdoors
- Assists the teacher in planning and maintaining a safe, clean, learning environment and in assuring the well-being and safety of the children in his/her care.
- Assists teacher in implementing behavior plans designed by special education and/or mental health specialist.
- Observes children to detect signs of illness, injury, emotional disturbance, learning disorder, speech problem, or other special needs, and immediately report observations to the teacher for follow up.
- Protects all children from physical punishment or verbal abuse by anyone in any program activity, and immediately reports any such incident to supervisor
- Escorts and monitors children during meal times

Support Staff Professional Values and Practice

- Improve personal knowledge and practice including responding to advice and feedback
- Communicate effectively
- Demonstrate the commitment to work collaboratively and cooperatively with colleagues
- Exhibits a genuine nurturing, caring attitude to all children.
- Maintains a positive, calm attitude and encourage this attitude and voice in others working in the classroom
- Maintains a cooperative attitude of working together with the teacher, volunteers, parents, and students
- Assumes the teacher's role in leading selected activities during designated parts of the class-day on a periodic basis (during teacher training, meetings, etc.)
- Attend staff meetings
- Attends training opportunities provided
- Performs any other task deemed necessary by the teacher and/or immediate supervisor.