

Kindergarten Teacher Assistant Job Description

Kindergarten teacher assistants provide support to teachers during the emergent stage of a child's education, helping to set up tasks and implement instructional processes. A kindergarten teacher's assistant is responsible for helping the general education teacher in the classroom by performing assigned duties. They may help in developing, organizing, and putting into practice the daily program under the supervision of the classroom teacher.

Kindergarten Teacher Assistant Duties and Responsibilities

1. Assists in the planning, organizing and implementation or instruction for students
2. Communicates with teacher regarding needs of students
3. Participates in appropriate inservice as needed and attends any required meetings
4. Displays ethical and professional behavior in working with students, parents and staff associated with the school
5. Protects confidentiality of records and information gained as part of exercising professional responsibilities while adhering to USD 434 BOE policies
6. Helps maintain order in the classroom while monitoring students to keep them on task.
7. Conducts learning exercises with small groups of students.
8. Performs additional duties as assigned

Education and Experience

High School Diploma or GED.

Kindergarten Teacher Assistant Skills and Qualifications

Kindergarten teacher assistants have a positive and enthusiastic personality. They are also resourceful, observant, and creative in finding new ways to help children learn.

- **Creativity** – Working with children requires a level of enthusiasm and fun, so kindergarten teacher assistants find ways to make daily tasks interesting and enjoyable for children to help them learn new skills.
- **Resourcefulness** – To help students learn and to reinforce lessons, kindergarten teacher assistants explain information in a way that matches their learning style, so resourcefulness is advantageous to this position.
- **Communication skills** – This job requires communicating with people of all different ages, from parents and children to colleagues, so excellent communication skills are a must.
- **Patience** – Kindergarten teacher assistants work with children of young ages and of different developmental backgrounds, which can be difficult and challenging, so they need patience to work with students of this age group and to remain calm and positive.
- **Attention to detail** – Kindergarten teacher assistants must be observant to spot when a child is having difficulty with something or needs assistance.

Physical Requirements

Significant standing; some walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift 25 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.