

**MRS. PLYTER'S  
TEACHER ASSISTANT  
JOB DESCRIPTION**

**INITIAL** AS YOU UNDERSTAND AND AGREE. OR ASK.



- \_\_\_ 1. CHECK WITH ME. THEN CHECK GOOGLE CLASSROOM (NUTIXA) AND/OR THE CLIPBOARDS FOR WORK. OBSERVE. VOLUNTEER.
- \_\_\_ 2. TAKE CHARGE OF YOUR PROJECT OR JOB. HELP WITH OTHERS.
- \_\_\_ 3. BE A TECH. FIGURE IT OUT. ASK. FIX. REPORT PROBLEMS.
- \_\_\_ 4. ALWAYS WEAR YOUR ID BADGE WHEN OUT OF THE ROOM.
- \_\_\_ 5. HAVE ALL PASSING GRADES. BRING WORK OR A BOOK TO READ. ASK IF YOU NEED SOME TIME TO DO SCHOOL WORK.
- \_\_\_ 6. CONSIDER THINGS YOU SEE OR HEAR AS CONFIDENTIAL. DO NOT SHARE INFORMATION, EVEN IF IT SEEMS PUBLIC.
- \_\_\_ 7. ALWAYS LEAVE FEEDBACK... IF YOUR JOB IS DONE, OR IF HAVE TO QUIT IN THE MIDDLE, OR IF THERE IS A PROBLEM.
- \_\_\_ 8. BE PROFESSIONAL. DO NOT VISIT WITH OR HELP STUDENTS UNLESS YOU HAVE A JOB RELATED REASON.
- \_\_\_ 9. CLEAN UP AFTER YOURSELF (AND SOMETIMES OTHERS).
- \_\_\_ 10. YOUR QUESTIONS ARE IMPORTANT. EVEN IF I AM TALKING TO THE CLASS, I WILL FIND A SHORT BREAK. LET ME KNOW IF YOU HAVE A QUESTION.
- \_\_\_ 11. IF IN DOUBT, CLEAN OR DO SCHOOL WORK, AND ASK.

PRINT NAME \_\_\_\_\_

SIGNATURE: I AGREE \_\_\_\_\_ DATE \_\_\_\_\_