

POLICY 200.13-

ROLES OF THE TEACHER ASSISTANT

Communicating with the distributed learning teacher, the Teacher Assistant, functions as the liaison among that teacher, students and parents/guardians, in order to optimize achievement of learning objectives. The Teacher Assistant (TA) may support the teacher and student but does not replace the responsibilities of a teacher to plan, direct assess and report on student progress.

1. The Teacher Assistant (TA) may support the teacher and student but does not replace the responsibilities of a teacher to plan, instruct, assess and report on student progress.
2. The Teacher Assistant (TA) is responsible for supporting:
 - 2.1. the distributed learning teacher by:
 - facilitating communication between teacher and student.
 - updating on individual student's progress.
 - advising on home school schedule (e.g. holidays, professional development).
 - decreasing the distance teacher sensitivity to challenges specific in a classroom.
 - invigilating tests and exams.
 - advising of any student misconduct.
 - providing the students schedule for online courses.
 - encouraging and supporting students.
 - ensuring students participate in activities
 - 2.2. the students by:
 - supporting student learning.
 - consistently monitoring student progress and reporting to the DL teacher
 - encouraging and supporting students.
 - troubleshooting technical issues.
 - invigilating tests and exams
 - 2.3. the parents/guardians by:
 - informing of student progress provided by the DL teacher.
 - advising, as required, on issues specific to individual students provided by the DL teacher.
 - Contact parents/guardians with student concerns.