

IHG TA Responsibilities

All parents at IHG must serve as a TA (Teacher's Assistant) in one or more classes or work in other jobs such as cleaning, Hall Monitor, Rover, etc. General responsibilities are outlined below. The Jobs Coordinator and the teachers may add responsibilities to this list which are specific to their class or to the job. In general, all TAs should:

1. Take attendance 10 minutes after class starts using the current attendance roster.
2. Help maintain order in the classroom with absolute respect for the teacher and other students. With teacher's permission, remove disruptive students to Board.
3. Assist with projects, walk around (do not sit unless the teacher is lecturing), help students and teachers according to the Teacher-to-TA Communication form.
4. Correct tests, quizzes, and papers as directed by the teacher. Missed assignment forms may be filled out and put in parent's mailboxes – at teacher's instruction. Also, fill out and place in parent mailbox any Student Pre-Planned Absence Homework Request forms as directed by the teacher.
5. TA becomes the substitute teacher in case of teacher absence. It is the teacher's responsibility to inform you and get lesson plans to you. If he/she cannot, please refer to the Unexpected Teacher Absence form (available in the Classroom Resource Folder at the Welcome Table).
6. Jump in and assist without being asked - watch for cheating, visiting, disruptions, cell phone use, etc.
7. Run errands for teachers when necessary. Except in the event of an emergency, do not leave the classroom unless the teacher sends you on an errand or a Board member or the Jobs Table requests your help elsewhere. Even though you may not feel needed in a particular class, there MUST be two adults in all classes at all times. TAs may not leave the classroom to run personal errands.
8. Take younger students to the restroom; Bathroom policy: 2 adults for children 2nd grade and under. Use a Hall Monitor and one TA. Stand outside the door.
9. Be on time for class. This means that you should be in the classroom when the bell rings.
10. Turn cell phones to silent and please leave the room to answer only if urgent. No student should be answering his/her cell phone or texting during class. Set a good example for the students!
11. Please refrain from visiting with each other during class time.
12. Enforce co-op guidelines - become familiar with the guidelines for the co-op and help to reinforce them. (Examples: Boy/Girl relationships, 10-minute late policy, cell phones, homework, health guidelines).
13. If you are a TA during 1st and/or 5th periods, plan to arrive at 8:30AM or stay until 4:00PM for set-up and clean-up. TAs and students must stay after 5th period and help clean the room.
14. **If you will be absent, use the designated absence reporting method by 8:30AM.**
15. If you are sending a substitute, have them check-in at the Welcome Table as soon as they arrive at co-op. Your substitute will fill your job positions.
16. Arrange time outside of class for checking your mailbox, coffee, conversation, phone calls, etc. You are needed for the entire period in your classroom.
17. It is your responsibility to read and understand all emergency procedures as set forth in the IHG Handbook.