Ways to Assist in the Classroom

Name___________________________

** Please check each as you complete the task. **

Before school begins or during specials when students are not present
[with cooperating teacher approval]

___ Create a seating chart/learn student’s names
___ Plan and set up a bulletin board/display student work
___ Gather materials needed for teaching or for cooperating teacher
___ Preview technology to be used, check availability and working condition
___ Prepare learning materials
___ Duplicate, collate learning worksheets (if approved with school policy for operating machine)
___ Grade papers- look at student work to learn of their learning levels
___ Record grades
___ Schedule a meeting with cooperating teacher

During Class Time when students are present
[with cooperating teacher approval]

*** During the following activities, methods students are expected to be up and consistently circulating or be working with students through-out the whole time when students are in the classroom ***

Work with small groups and individuals

___ Provide reinforcement activity for struggling student(s)
___ Reinforce a particular skill
___ Listen to oral reading/fluency
___ Assist student(s) with computer lessons
___ Return papers to students: discuss errors, check for understanding
___ Other __________________________________________________

Work with groups and whole class

___ Help with activities being conducted by the cooperating teacher
___ Assist student with projects, assignments
___ Assist with/conduct assessments
___ Monitor the class with teacher present
___ Lead a book share
___ Conduct a reading/writing/mathematics/science/social studies activity
___ Get supplies for students
___ Conduct opening exercises
___ Take attendance and lunch count
___ Lead calendar activities
___ Walk students to and from specials
___ Monitor hallways and restrooms
___ Complete a written feedback form for partner
___ Other __________________________________________________