

Teacher Aide / Teaching Assistant Responsibilities

The TA should be familiar with the Technical and Classroom Management requirements in this section. Refer to the appropriate sections in this manual for specific information and please do not hesitate contacting the BOCES technical support staff.

Call 1-888-427-9173 for additional assistance or training.

Technical

- **Powering up the room**

Check to see that the system is on and operating correctly. This includes checking the volume regularly during every class.

- **Camera Adjustments**

Be certain that the student camera is focused and framed appropriately on the students. Students should be grouped together without any empty seats or rows between them. The camera shot should be set so that it is no wider than necessary to cover all the students. While this may take getting used to, it is important.

- **Taping sessions**

This can be useful for students when they miss class and return following an absence. The aide should notify the teacher when taping the class.

- **Assisting students**

When necessary, assist students when they need to operate equipment such as the Elmo, the control panel, VCR, fax, or the phone attached to the fax (to contact the teacher at the host site).

- **Training Students**

In some situations, the class can function more efficiently when the students are trained to operate some or all of the room equipment on their own. If you elect to train the students, it is best done very early in the semester in coordination with the host teacher.

Classroom Management

Students should complete the Student Agreement Form and be reminded to follow all school rules, including those specifically developed for the Distance Learning Program.

- **Class Cancellations**

Classes are cancelled only for factors at the host sites, such as equipment failure or snow days, or for scheduled events.

DL students should not miss a DL class to attend an assembly unless they are participating directly.

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Classroom Management continued

- **School Calendar**

The aide should inform the host site teacher of his/her school's calendar, noting marking periods/dates that grades are due, conference days, vacation breaks, required school functions, and any other activities that might prevent students from attending their DL class.

- **Classroom Observation**

The aide should sit in an appropriate position in the room for optimum visual management of the students. Some suggested locations are in the back or the front of the room.

- **Food in the DL classroom**

Students are generally not permitted to eat in class.

- **Housekeeping**

Students need to be reminded at the end of each class to pick up any papers or other debris that has dropped on the floor or is left on the desks.

- **Transporting/Transmitting Classroom Materials**

The aide must be familiar with the courier systems used to transport materials between sites for each particular class. Depending on the needs of each class, frequently used systems for transporting materials between sites are the U.S. Mail, the BOCES courier system, and e-mail. For very brief materials (such as a five-minute quiz), the fax machine can be used. The aide should receive materials in advance so that the fax does not always become the method of communication.

- **Completed Assignments**

The aide makes sure assignments are returned to the host site the same day or, at the latest, the following day.

- **Attendance**

The aide takes attendance each class session when he/she is supervising at a receive site. The aide then reports back to the host site teacher the attendance of the students.

- **Fax Machine**

The aide needs to be thoroughly familiar with the fax machine at the local site so he/she can transmit faxes, make voice calls, and duplicate a limited number of copies on an emergency basis.

- **Make-Up in case of absence**

When a student is absent on the day of an exam, quiz, or when a project is due, the aide ensures the assignment is done one day after his/her return following the absence.

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Classroom Responsibilities Checklist During Class Sessions

Prior to or at the beginning of each class:

Technical:

- ❑ System is operating correctly. Volume settings are at their appropriate levels.
- ❑ Student camera is focused and framed appropriately. **Students should be grouped together appropriately in a shot only as wide as necessary to cover all students.**
- ❑ The session is being recorded (if necessary).

Classroom Management:

- ❑ Necessary materials are distributed to students and/or collected from the students and transmitted to the host site teacher.
- ❑ Attendance is taken and reported to the host site teacher.
- ❑ Students are situated properly and are prepared to begin class when the host site teacher is ready to begin.

At the conclusion of each class:

Technical:

- ❑ Stop recording the session (if necessary).

Classroom Management:

- ❑ Necessary materials are collected from the students and transmitted to the host site teacher.
- ❑ Students are reminded to pick up any papers or other debris they have dropped on the floor or left on the desks.