

Day-by-Day Classroom Assistant Responsibilities

SET-UP DAY (FRIDAY BEFORE CLASS STARTS, 8-NOON) **MANDATORY!!!!**

- Help teacher set up classroom
- Review lesson plan
- Pick up T-shirt if you haven't received it yet
- Get name tag
- Review safety procedures

DAY 1 (MONDAY)

- Wear your Bright Lights T-Shirt Monday and every day of the week.
- Wear your name tag, and introduce yourself to the students and parents as they arrive.
- Take attendance as each child arrives.
- Help hand out T-shirts to the students who ordered them (at the end of class). Check with Bright Lights Central if the T-shirts are not in your room.
- Learn all of the students' names.
- Community Site locations only: Call parents of students who are absent. Make sure you know the exact class location to tell parents to bring their student. If you cannot reach a parent, call Bright Lights Central at 402-436-1492 and let the staff follow up with families.
- Do not leave students waiting for a parent alone. Teachers and assistants must be sure everyone is picked up.
- Remind parents that their child will meet them outside at the end of class (Holmes Main Site: curbside pick-up supervised by Bright Lights staff). Check with Community Site teachers for pick-up procedures.

DAY 2 (TUESDAY)

- Community Site locations only: Be sure to call BL Central at 402-436-1492 on Day 2 of a no-show student.
- Help kids make a wish list of books for their Book Fair Day.

DAY 3 (WEDNESDAY)

- Attend the Classroom Assistant Pizza Luncheon at noon in the staff lounge (Holmes Elementary basement). This applies to the weeks of June 4-8, June 25-29 and July 9-13. International Week Classroom Assistant appreciation luncheon details TBA.

DAY 4 (THURSDAY)

- Tour classes with students to give them ideas about what they can take next year.
- Complete Classroom Assistant evaluation online at www.brightlights.org (see link sent the week of class to your e-mail).

Day 5 (FRIDAY)

- Get ready for Open House during the last part of class. Be a buddy to students whose parents can't attend.
- Have your GOPO sheet signed by your classroom teacher if you are completing volunteer service hours.
- Complete your Classroom Assistant evaluation. Access the link to the survey under the "What's New" heading at the bottom of the Bright Lights home page, or from your phone (via an e-mail link sent mid-week of class).

General Classroom Assistant Duties:

- Set up and clean up (arrive 20 minutes early and stay 15 minutes after)
- Take attendance as students arrive
- Greet students **and parents** in the gym (Holmes Elementary Main Site) or in the foyer (Lux Middle School during International Program Week)
- Help students with projects
- Help with classroom management with guidance from the teacher
- Hand out snack
- Assist with recess supervision
- Take students to the restroom/nurse/cafeteria (lunch care)
- Get materials from the Supply Room as needed
- Supervise before-care or lunch care (This is an extra duty assigned by request only)
- Assist with curbside dismissal

Ideas to Involve Students in the Classroom

- Help a student sitting on the edge to join a group. For example, say, "Sarah, we are starting a new activity. Come help us."
- Remember how much it means to students to have the "teacher" sit by them. Give shy students attention and try to encourage them by sitting near them.
- Do not let students hang on you. Personal space is a foreign concept to many of our little friends, so reminding them to keep their hands to themselves is appropriate and encouraged.
- When solving disagreements be creative, focus on feelings and help kids see how they can make friends (ex. by sharing the scissors or not grabbing other people's Legos).

Who to Contact for Assistance

- An orange shirt Summer Staff member. They can be found in the halls, the administration office onsite, or at Bright Lights Central (Holmes) and the multipurpose room at Lux (International Program Week).
- Another class teacher (blue shirt).
- Classroom Assistant Specialist (email classassist@brightlights.org).