

A. JOB IDENTIFICATION:

TITLE: ACADEMIC CLASSROOM ASSISTANTS – NUMERACY FOCUSED

DEPARTMENT: SCHOOLS

IMMEDIATE SUPERVISOR: SCHOOL PRINCIPAL

B. JOB SUMMARY:

Academic Classroom Assistant (ACA) will provide support to assist in improving student achievement in mathematics. The ACA will provide additional support to schools that have been identified through their EQAO scores, or as increased or intensive support schools under the provincial FFM (Focusing on the Fundamentals of Math) initiative.

Note: Scheduling will be done in consultation with school principals and the ACA.

C. DUTIES AND RESPONSIBILITIES:

- Build on fundamental math skills and work towards closing the gap; support students to move from additive to multiplicative thinking.
- Targeted, classroom embedded, small group support for junior level students (core classes are priority) and then other classes as assigned.
- Supervise student(s) in the classroom, on the schoolyard, and during school activities as required.
- Assist in first aid procedures and secure further assistance where needed.
- Prepare classroom material and supplies such as duplication of material, preparation of manipulatives, mathematic learning centers, etc. (as required).
- Assist students to complete and connect their work.
- Assist students to learn and complete assigned activities and programmes under the direction of the teacher.
- Duties as assigned by the teacher and principal, which are consistent with the above job summary.

D. QUALIFICATIONS:

- Post-secondary education in a related field. (i.e. diploma, or degree).
- Previous math experience – math assessment required.
- Excellent communication and interpersonal skills.

Incumbent Signature

Supervisor Signature