

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON



COURSE OUTLINE

COURSE TITLE: Assisting in the Classroom I

CODE NO.: ED 118 SEMESTER: Second

PROGRAM: Teacher Assistant

AUTHOR: Linda Pozzebon

DATE: January 1995 PREVIOUS OUTLINE: Sept. 1992

NEW: REVISED

APPROVED: Kitty DeRosario Jan 6/95
Kitty DeRosario, Dean DATE
Human Sciences and Teacher Education

****NOTE:** Do not discard this outline. It will be required by other educational institutions if you are attempting to obtain credit for this course.

TOTAL CREDIT HOURS: 45

PHILOSOPHY/GOALS:

Upon completion of this course, participants will be able to identify the complementary role of the education assistant. Participants will demonstrate proficiency in constructing and using teaching aids through practice with various hands-on activities that will create a stimulating and creative learning environment in both regular and special needs settings.

Terminal Performance Objectives:

Upon successful completion of this course, the participant will be able to:

- 1A. Identify and apply the various roles as an educational assistant
- 1B. Apply strategies used by an educational assistant to facilitate the teacher and students in a learning environment.

Supporting Skills:

- 1.0 Define the role of the educational assistant as being complementary to the teacher rather than being competitive as it pertains to instruction.
- 1.1 List the various roles and responsibilities of an educational assistant.
- 2.0 Demonstrate safe lifting and transfer skills used in the handling of the physically disabled student.
- 3.0 Demonstrate the ability to operate the typical pieces of audio/visual equipment used in educational settings.
- 3.1 Operate a photocopy machine and demonstrate the ability to troubleshoot when problems arise.
- 3.2 Order from A.V./catalogues.
- 4.0 Construct a bulletin board using proper composition techniques.

- 5.0 Print and write legibly using different media such as felt marker and chart paper, or chalk and blackboards.
- 6.0 Identify and respond to daily childhood health concerns.
- 7.0 Develop strategies and techniques for behaviour problems. Maintains stated classroom routines. Reinforces positive behaviors. Supervision of small groups.
- 8.0 Corrects student's work efficiently.
- 9.0 Collects, prepares, and maintains supplies such as paint, paper, and manipulatives and general housekeeping duties.
- 10.0 Employs various story delivery techniques.
- 11.0 To evaluate the format of individual standardized tests and practice the administration.

Learning Activities:

- 1. Definition and role of educational assistant.
- 2. Lifts and transfer skills.
- 3. Audio visual skills.
- 4. Bulletin boards.
- 5. Printing and writing.
- 6. Daily health concerns.
- 7. Behaviour Management.
- 8. Correcting student's work.
- 9. Art supplies.
- 10. Story telling.
- 11. Administering tests.

ASSISTING IN THE CLASSROOM PART I

ED 118

Evaluation:

Objectives 1, 6a, 7-9, 11

Test 1.....week before mid-term marks.....worth 25%

Test 2.....week before last day of classes.....worth 25%

Professional Reading (The Tone of Teaching by Max Van Manen....worth 10%.....Due on

Assignments:

- | | | | |
|----|-----------------------------------|----|--------|
| 1. | Lifting/transfer techniques | 5% | Due on |
| 2. | A.V. Equipment | 5% | Due on |
| 3. | Bulletin boards | 5% | Due on |
| 4. | Printing/Writing | 5% | Due on |
| 5. | Daily Health Concerns | 5% | Due on |
| 6. | Story Telling | 5% | Due on |
| 7. | Administering Tests | 5% | Due on |
| 8. | Portfolio on Behaviour Strategies | 5% | Due on |

Bonus: Participation and sing-song celebration 2%

Pot luck feast?????!!!!!! 2%

TOTAL.....100%

Test dates are tentative and may be changed depending on our progress through the course content.

- A+ = 90-100%
- A = 80- 89%
- B = 70- 79%
- C = 60- 69%
- R = < 60%

Required Student Resources:

Text: The Tone of Teaching by Max Van Manen

Other: Construction paper, felt markers and other arts and crafts materials as required to complete assignments.

Additional Resource Materials Available in the College Library:

Recommended Journals and Magazines

Instructor
Arts and Activities

Books

(There are several titles related to topics in this course, the following are just a few examples)

- i) Everyday Bulletin Boards
- ii) I am a blade of grass: a breakthrough in learning and self-esteem
- iii) Ages 9 through 12: A Resource Book for Teachers
- iv) Cognitive processes in Children's Learning: Practical Applications
- v) How to Talk So Kids Will Listen and Listen So Kids Will Talk
- vi) Prepare Bulletin Boards and Exhibits

Testing Policy:

All tests must be written at the assigned time. If you are unable to attend due to illness or an emergency, the instructor must be notified prior to test time. A message can be left on voice mail if the instructor is unavailable. The instructor may allow the student to write the test before the next scheduled class. Please make arrangements for a suitable time. Failure to follow these steps will result in a grade of D for the test.