

Sault College Of Applied Arts and Technology

Sault Ste. Marie, ON

COURSE OUTLINE

COURSE TITLE : ASSISTING IN THE CLASSROOM

CODE NO. ED 118

SEMESTER: TWO

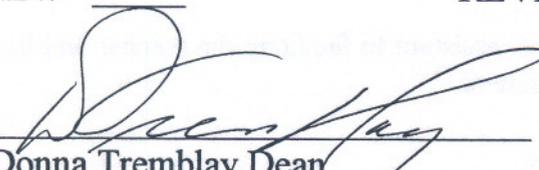
PROGRAM: TEACHER ASSISTANT

AUTHOR: LINDA POZZEBON

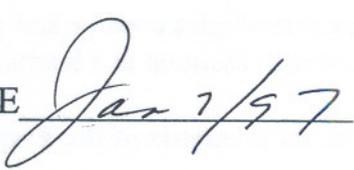
DATE: JANUARY 1997 PREVIOUS OUTLINE: JANUARY 1996

NEW

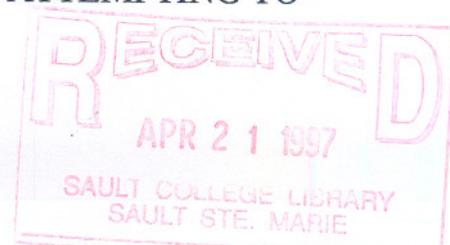
REVISED x

APPROVED: 

Donna Tremblay, Dean
School of Human Sciences
and Teacher Education

DATE 

*** DO NOT DISCARD THIS OUTLINE. IT WILL BE REQUIRED BY OTHER EDUCATIONAL INSTITUTIONS IF YOU ARE ATTEMPTING TO OBTAIN CREDIT FOR THIS COURSE.



Assisting in the Classroom
Instructor: Linda Pozzebon

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.

LEARNING OUTCOMES

Upon successful completion of this course, the students will demonstrate the ability to;

1. identify the various roles of an educational assistant
2. apply strategies used by an educational assistant to facilitate the teacher and the role of an educational assistant in a learning environment.

LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE

1. identify the various roles of an educational assistant

Potential Elements of the Performance

- *to define the role of the educational assistant as being complementary to the teacher rather than being competitive as it pertains to instruction
- *to list the various roles and responsibilities of an educational assistant
- *to share problem solving ideas on how to work as a team member on a staff and in the classroom with the teacher
- *to practice communication skills learned from Human Relations on how to deal with conflict resolution

2. apply strategies used by an educational assistant to facilitate the teacher and the role of an educational assistant in a learning environment

Potential Elements of the Performance

- *to develop strategies and techniques for behavior problems. Maintains stated classroom routines. Reinforces positive behaviors. Supervision of small groups.
- *to print and write legibly using different media such as felt markers and chart paper, or chalk and blackboards
- *to demonstrate safe lifting and transfer skills used in the handling of the physically disabled student

- *to construct a bulletin board using proper composition techniques
- *to demonstrate the ability to operate the typical pieces of audio/visual equipment used in educational settings
- *to identify and respond to daily childhood health concerns
- * to employ various story delivery techniques
- *to evaluate the format of individual standardized tests and practice the administration (spelling dictation)
- *to discuss the correction of student's work efficiently, and the role of maintaining a classroom (dressing of children, paint mixing, organizing the classroom etc.)
- *to plan a party or celebration
- *to present a game/song

SUBJECT TOPICS

1. Definition and role of educational assistants
2. Lifts and transfer techniques
3. Audio/visual skills
4. Bulletin boards
5. Printing and writing
6. Daily health concerns
7. Behavior Management
8. Games/singing/play days
9. Story telling
10. Administering tests
11. Planning a party
12. Class maintenance
13. Team worker

EVALUATION

Test 1.....one week before mid-term marks.....	15%
Test 2.....one week before last day of classes.....	15%
Assignments:	
1. Story telling.....	10%
2. Valentine Party.....	5%
3. Printing/writing.....	5%
4. Bulletin board.....	15%
5. Lifting/transfer techniques.....	5%
6. Feeding.....	5%
7. A. V. Equipment.....	5%
8. A. V. Theory.....	5%
9. Behavior Strategies.....	5%
10. Games/Songs/Drama.....	5%
11. Administering Tests.....	5%
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:

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.

SPECIAL NOTE

Students with special needs (eg. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the instructor.

Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of students.