Roles, Responsibilities, and Expectations for
NSP Teaching Assistants and Schools

Thank you for partnering with the Neighborhood Schools Program! We are committed to collaborating with you to support teaching and learning in your school. This document specifies the roles, responsibilities, and expectations for NSP Teaching Assistants (TAs), the classroom or afterschool teachers they assist, and the school site. If you have any questions, or if we can help you in any way, please contact Brandi Snodgrass, NSP Program Coordinator, at 773.834.1935 or bsnodgrass@uchicago.edu.

NSP Teaching Assistants may . . .

- Tutor one-on-one and/or in small groups
- Lead lessons in accordance with the teacher’s plan
- Assist with “raised hands,” run Help Desks, or coteach
- Help with paperwork during testing periods

NSP Teaching Assistants should not . . .

- Spend more than 20 percent of their time with administrative tasks such as grading papers, making copies, or cleaning up
- Spend more than a few minutes supervising the classroom in the teacher’s absence
- Sit through classroom lectures without an active role

NSP Teaching Assistants are not . . .

- Teachers in Training; they are not in your school to observe, but rather to actively help students and support teachers
- Volunteers (with rare exceptions); because Teaching Assistants are paid employees, they are expected to show up on time regularly and contact their supervisors if they will be absent

Classroom teachers/Supervisors must . . .

- Provide contact information (cell phone or email) to Teaching Assistants so they can communicate and receive a response in a timely manner
- Evaluate their Teaching Assistants frankly three times a year (autumn, winter, and spring quarters); NSP uses evaluations to help Teaching Assistants learn and grow. Writing a negative evaluation does not reduce anyone’s chances of being assigned a Teaching Assistant in the future.
- Communicate regularly with their Teaching Assistants; talking about classroom expectations, goals, and activities keeps everyone happy and on the same page!

We ask Schools to . . .

- Make available a computer with Internet access to Teaching Assistants so they can clock in and out of work electronically, per University of Chicago requirements