

Teacher Needs Preference Inventory

Instructional Support

1. Observe and record student progress in academic areas.
2. Help students practice spelling words.
3. Help students practice reading to reinforce lessons.
4. Help students practice math to reinforce lessons.
5. Help students with workbooks.
6. Help with listening activities.
7. Modify written materials to meet student needs.
8. Read to students.
9. Tape record stories, lessons and assignments.
10. Help students work on projects assigned in regular classroom.
11. Assist students with self-help skills (grooming, etc.).
12. Help plan daily activities for students.
13. Assist in developing behavioral objectives.
14. Assist in testing students.
15. Talk with students about careers.
16. Help students select library books.
17. Help non-English speaking students with vocabulary.
18. Attend IEP Meetings
- 19.
- 20.

	I need this done	I'll help with this	I'll do this

Resource Support

1. Help find materials needed for teaching.
2. Help develop learning centers.
3. Help manage learning centers.
4. Prepare classroom displays.
5. Make bulletin board displays.
6. Make instructional games.
7. Help order materials and supplies.
8. Organize supplies in classroom.
9. Put lessons on chalkboard.
10. Operate tape recorders, videotape players, etc.
11. Set up and run filmstrips, films, and overhead projections.
12. Make visual aids (transparencies, posters, etc.)
13. Schedule guest speakers in coordination with the teacher.
- 14.
- 15.

	Need	Help	Do

Classroom Organizational Support

1. Supervise students on arrival or departure.
2. Supervise students during lunch.
3. Supervise students during recess.
4. Supervise students loading buses.
5. Work with regular teachers to help mainstream students.
6. Escort students to bathroom, library, etc.
7. Accompany students to physical therapy, speech, etc.
8. Help contact parents (send notes, progress reports).
9. Get materials ready for activities (mix clay, etc.).
10. Help prepare and clean up snacks and lunch.
11. Help students clean up after activities.
12. Distribute supplies and books to students.

13. Collect completed work.
14. Assist students with health needs.
15. Prepare and arrange room for the teacher.
- 16.
- 17.

Need	Help	Do

Behavior Management Support

1. Supervise Time-out
2. Observe and chart student behavior.
3. Give positive reinforcement and support.
4. Manage conflicts between students.
5. Provide close supervision for students with behavior problems.
6. Circulate in classroom to provide support where needed.
7. Make sure class and school rules are followed.
8. Assist students who are self-managing behavior.
9. Help students develop organizational skills.
- 10.

Clerical Support

1. Take attendance.
2. Type reports, tests, seat work.
3. Operate copier, thermofax, etc.
4. Sort and file student papers.
5. Record grades.
6. Collect fees, i.e. book, milk, activity, etc.
7. Correct assigned student lessons.
8. Grade and record objective tests.
9. Help with paperwork to facilitate parent-teacher appointments.
10. Inventory materials and fill out forms.
11. Arrange field trips.
- 12.
