

Posted: 07/18/17

The Teacher Assistant is responsible for assisting the Lead Teacher with the daily operation of an assigned classroom. Duties include: assisting in the supervision and the implementation of plans, interventions, and strategies for instruction, monitoring student behavior, and providing information to the appropriate school personnel.

This position would work specifically with students with learning disabilities in grades 1-5, 6-8, or 8-12.

Reports to: Lead Teacher, Principal, and/or Head of School

Work Day: M-F;

Work Hours: 8:15-3:15 or 8:30-4:30

Starting wage: \$10-\$15 an hour; commensurate with education and experience

Duties and Responsibilities: Interact with students: utilize appropriate language, interactions, and positive discipline; model positive behavior; assist in instructing and supervising students in classroom activities, hallways, and PE; work individually or in small groups with students; monitor students to ensure safety at all times.

Classroom Maintenance: help to maintain a clean and organized learning environment

Communication: Excellent oral, written, and presentational skills; open communication with Lead Teacher and school personnel.

Computer Literacy: proficiency in Microsoft Office; Google Drive, Calendar, and Mail; SmartBoard, iPad

Math Proficiency: ability to work 1:1 with students with basic math skills

Qualifications: Ability to maintain confidentiality; capacity to assume responsibility; demonstrated aptitude to learn; flexible with the ability to work in dynamic environment; ability to communicate effectively; ability to speak English proficiently; ability to meet specific content area requirements

High School Diploma required College degree preferred

Experience working with students from elementary through high school age is a plus.