

Teacher Assistant 2021-22 School Year

Position Overview: The Teacher Assistant is responsible for assisting the Lead Teacher with the daily operation of an assigned classroom. He or she will assist in the supervision and 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 dyslexia and other language-based learning disabilities
- Each classroom contains up to 10 students maximum
- Reports to: Lead Teacher, Principal, and/or Head of School
- Work Week: Monday-Friday
- Work Hours: 8:00-3:15 or 8:00-4:30
- Hourly Starting wage: Commensurate with education and experience (\$12-\$17 per hour)

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 P.E.; 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

Skills

- Math Proficiency: The ability to work 1:1 with students with basic math skills.
- Ability to maintain confidentiality; capacity to assume responsibility; demonstrated aptitude to learn; flexible with the ability to work in a dynamic environment; ability to communicate effectively; ability to speak English proficiently; ability to meet specific content area requirements.

Qualifications

- Associate's Degree (minimum) or working towards a degree.
- BA in Education a plus.
- Experience working with students in a classroom setting.