



Teaching Assistant – Elementary grade 2020-2021 School Year

Essential Duties:

- Supervises children in the classroom, outdoors, on field trips and during lunch
- Prepares materials and maintains an orderly, clean, functional and attractive classroom environment
- Teaches and guides individual students and small groups as requested with teacher oversight
- Observes students and helps to document students' academic, social, physical growth
- Participates in faculty meetings as needed
- Attends designated meetings for in-service and orientation days
- Participates in professional growth opportunities as requested
- Uses technology tools to support the teacher, student, and program
- Other duties as assigned

Specific Job Skills

- Demonstrated ability to work with children effectively in a school setting
- Managing behavior effectively
- Ability to teach/guide children, individually and in small groups as assigned
- This job requires energy, empathy, tact, flexibility, and a demonstrated ability to take direction
- Regular attendance, punctuality, and dependability
- Academic skills to fully support student learning
- Technology skills including effective use of email, school website and systems (attendance, class page, etc.) and educational software

Education and/or Experience

- College degree preferred.
- Experience working with children in an educational setting required.