

Thomas MacLaren School

JOB DESCRIPTION

This document was
last reviewed on
December 12, 2017

Job Title: _____ Teaching Assistant _____

Reports To: _____ Head of Lower School _____

Supervisory: _____ EMPLOYEES _____ CONTRACT WKRS
Eligible for Overtime: Yes (yes or no)
 If no: _____ PROFESSIONAL _____ EXECUTIVE _____ ADMINISTRATIVE _____ OTHER
Pay Type: _____ SALARIED HOURLY

General Purpose: To assist classroom teachers through academic and behavioral support.

Essential Duties and Responsibilities:

- Assist faculty members in the classroom setting and outside the classroom setting to implement the curriculum
- Work in small groups or one-on-one with students who need academic or behavioral support.
- Assist the Special Education Coordinator in implementing student plans (IEPs, 504s).
- Assist faculty in implementing academic and behavior plans.
- Receive training in Lower School pedagogy and curriculum in order to be maximally effective with students.
- Fulfill regular monitoring duties (e.g., before- and after-school care, playground monitoring, etc.).
- Any other duties as assigned.

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities of this job. It is intended only to be an accurate reflection of the principal job elements.

Minimum Requirements:

Education: High School degree; Associate’s Degree or higher from an accredited college or university preferred.

Other knowledge, skills, and abilities:

- Commitment to the Mission and Vision of Thomas MacLaren School.
- Understands and supports the culture of the school.
- Love of educating children.
- Ability to learn and assist in implementing a variety of Lower School curricula (phonics, mathematics, P.E.).
- Ability to impart a love of learning to young people.
- Exhibits patience and kindness towards students.
- Creative in assisting students with problem-solving.
- Demonstrated ability to work in a collaborative environment.
- Communicates clearly, collegially, and regularly with co-workers and Head of Lower School.
- Willingness to take direction from classroom teachers, SPED Coordinator, and Head of Lower School.
- Ability to communicate effectively, both verbally and in writing, with both young people and adults.
- Commitment to a diverse population of students and to closing the achievement gap.

Physical Requirements of this position include:

<i>WORKING ENVIRONMENT:</i>	SELDOM	OCCASIONAL	FREQUENT
EXTREME COLD OR HEAT	x		
HEIGHTS	x		
NOISE		x	
DRIVING			x
WALKING/Uneven Surfaces			x
WORKING ALONE		x	
WORK WITH OTHERS			x
<i>MOVING HEAVY ITEMS:</i>	SELDOM	OCCASIONAL	FREQUENT
LIFTING/LOWERING	Over 30 lb	Over 20 lb	0-20 lb.
LIFTING OVER SHOULDER	Over 30 lb	Over 20 lb	0-20 lb.
REACHING OVER SHLDER	Over 30 lb	Over 20 lb	0-20 lb.
CARRYING	Over 30 lb	Over 20 lb	0-20 lb.
PUSHING/PULLING	Over 30 lb	Over 20 lb	0-20 lb.
PULLING	Over 30 lb	Over 20 lb	0-20 lb.

	SELDOM	OCCASIONAL	FREQUENT
VISUAL ACUITY: Near/Far			x
HEARING			x
SPEECH			x
EYE/HAND COORDIN.			x
<i>TRAVEL:</i>			
Local			x
National	x		
<i>OPERATING MACHINERY:</i>			
COMPUTER			x
COPIER			x
MOUSE			x
TELEPHONE			x
OTHER (please list)			

I have read this job description and understand that it may change at the Executive Director's discretion. I meet the required qualifications for this position and can perform the essential functions, with or without reasonable accommodation.

Employee's Signature

Date