

<b>Position title:</b>	<i>Teaching Assistant</i>
<b>Reports to:</b>	<i>Principal</i>
<b>Employment category:</b>	<i>Full-time/10-Month/Salaried</i>
<b>FLSA status:</b>	<i>Non-Exempt</i>
<b>Salary:</b>	<i>Starting - \$28,000 less than Bachelor's degree \$30,000 with Bachelor's degree Salary Cap for position is \$35,000</i>

### Position Summary

The Teaching Assistant is responsible for supporting the classroom teacher by providing students with the support and guidance they need to succeed. Regular and predictable attendance are essential functions of this position.

### Responsibilities

- Reinforces lessons presented by teachers by reviewing material with students one-on-one or in small groups
- Enforces school and class rules to support the teacher with classroom management
- Assists teacher in carrying out special education instruction and programs
- Assists teachers in preparing for lessons by getting materials ready and/or setting up equipment
- Supervises students in class, between classes, during lunch and recess, and on field trips
- Attends work on time on a daily basis ready to complete the tasks and responsibilities of this position
- Participates in in-service education activities provided by the school as well as self-selected professional growth activities
- Other duties as assigned

### Qualifications

- An associate's degree (or higher) OR completion of at least two years of study at an institution of higher learning is required
- Understanding of and support for FACTS' mission is required
- Ability to establish and maintain an environment of respect and rapport with students is required
- Genuine desire to work cooperatively with colleagues and the capacity to work effectively with diverse populations is required
- Proficiency in using basic office equipment and basic computer skills are required
- Willingness to participate in PD sessions and learn new technology and educational software are required.
- Ability to work outside in various weather conditions is required
- Fluency in another language in addition to English is preferred
- Interest in pursuing a teaching certification is preferred

### Working conditions

The working conditions of a Teaching Assistant include:

- Indoor and outdoor working environment.
- Very high levels of social interaction, with daily and consistent work with children, parents, and teachers.
- Communicating with people face-to-face on a daily basis, as well as communication through phone, e-mail, letters, and memos.
- Working very near others, within a few feet or less, which may result in exposure to diseases and infections, such as colds and influenza.
- Exposure to loud sounds and high noise levels on a regular basis.
- Responsibility for the health and safety of the children in their school.
- Being placed in conflict situations where parents and students might become angry or unpleasant.
- Working as part of a team of educators.

### **Physical requirements**

Teaching Assistants are regularly required to stand/walk for a prolonged period of time, walk up and down several flights of stairs on a regular and consistent basis, sit, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

### **Direct reports**

N/A

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<b>Date approved:</b>	3/2021
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