

Position Title:	Primary School Teacher Assistant
Date Modified:	July 2021
FLSA Classification:	Non-Exempt
Reports to:	Head of Primary School
Position Purpose:	Supports the lead teacher's instruction in grades Pre-Primary through Primary II. Assists with division specific curriculum instruction which includes student-driven project work and Rice Early Literacy within a Reggio-inspired environment. Assists in creating a well-rounded, comprehensive instructional program that reflects best practice through inquiry and research-based instruction.
Work Hours:	7:30 a.m. – 3:30 p.m.
Work Calendar:	School Year
PTO Designation:	Educator-School Year

Description

A Primary School Teacher Assistant will facilitate the growth of students in a student-centered, developmentally appropriate Reggio Emilia inspired environment focusing on research-based, best practices that follow a differentiated, balanced approach and curriculum. The primary school teacher assistant will assist the lead teacher with classroom tasks and work directly with students to provide supervision and instruction. While developing and maintaining positive relationships with students, parents, and faculty members, the primary school teacher assistant will assist the lead teacher in recognizing and coaching the social-emotional needs of each student.

Essential Functions

- Serves as an Educator and works directly with the Head and Assistant Head of Primary School to implement and assist with the day-to-day programs for students at a particular grade level.
- Assists in maintaining congruency between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the primary school classroom.
- Assists in the recruitment and selection of new and replacement instructional and support faculty. Takes part in the Professional Growth and Evaluation Program and enthusiastically takes part in professional growth opportunities.
- Assists in providing students with a supportive, orderly, and interactive classroom environment where creative learning takes place.
- Well versed with and adheres to school policies in all areas of student interaction.
- Supports the Employee and School Handbooks and assists with revisions and updates, when necessary, of the primary school's policies and procedures.

- Serves as an example to colleagues in manners of classroom management, teaching methods and school procedures.
- Assists lead teacher in providing academic guidance to students.
- Communicates with lead teacher, administrators, student services and with chaplains concerning the emotional and physical well-being of students within the classroom.
- Assists administration with division long range planning, as well as the division's daily schedule and calendar.
- Routinely assists with educational strategies and project-based curriculum to bolster a student-centered, inquiry-based instructional design.
- Works collaboratively with the primary school administration, school specialists, teachers and teacher assistant colleagues to research curriculum best practice.
- Assists in providing a safe and joyful learning environment that integrates and assimilates the use of social emotional learning into daily student interaction.
- A professional who assists with student-centered assessment and reporting approaches including portfolio assessment.
- Other duties as assigned by the Head of School.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence and complies with Physical Requirements and Work Environment.
- Is assessed through the Professional Growth and Evaluation Program.

Essential Tasks

- Assists with curriculum and assessments to promote an appropriate instructional program and growth for every learner.
- Assists the lead teacher in differentiated Instruction and a social-emotional approach to student engagement.
- Uses Portfolio assessments for each student and assists with maintaining assessment records, and documentation per primary school guidelines.
- Works cooperatively with specialists, administration, and faculty to promote a positive work environment based on a growth mindset.
- Works as a team player assisting co-workers, divisions and departments as needed by the School.
- Works closely with the technology specialist on the integration of technology throughout the curriculum.
- Helps in identifying students that would benefit from the Dan Duncan Reading program (Primary II).
- Ensures primary school facilities are ready for the start of school each day.
- Knowledgeable about Senior Systems and/or other student management software.
- Completes various Tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
- Completes preparations prior to school being in session and after the school session ends according to the school calendar as set by the Head of School.

- Performs other tasks and duties as assigned by Head of School and/or supervising director or head including extracurricular.
- Employee may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

Qualifications

- High School diploma or GED equivalent required; Bachelor's degree preferred.
- Previous experience as a teacher assistant in an independent school environment preferred and excellent verbal and written communications skills.
- Demonstrates leadership and facilitative skills, including the ability to relate effectively with administrators, operations staff, colleagues, parents, and students.

Physical Requirements and Work Environment

- Climate controlled classroom/school environment with a wide variety of challenges, deadlines.
- Ability to work outdoors in a wide range of temperatures and weather.
- Occasionally lift up to 30 pounds.
- Visual acuity both near and far
- Ability to hear sounds at normal speaking levels with or without correction and to receive information through oral communications.
- Stooping, bending, kneeling, standing, walking, reaching, jumping.