

Teaching Assistant Job Description 4.15.13

Discovery Charter School

Job Title: Teaching Assistant

Reports to: School Director, Discovery Charter School

Salary & Benefits: Competitive salary based on experience with comprehensive benefits

Summary: Function as an integral member of the instructional team by assisting the faculty with instructional practices in the classroom

Job Duties:

1. Teach lessons developed by the Teacher and/or Specialists, individually and in groups.
2. Foster and maintain appropriate student behavior.
3. Assist the Teacher in supervising classroom activities.
4. Work constructively with colleagues and others for the purpose of improving the quality of students' behaviors and academic success.
5. Participate in school activities and events, as requested.
6. Provide meal service support (e.g. distribute breakfasts, monitor lunchroom).
7. Supervise students during bathroom breaks and recess.
8. Perform other duties, as deemed appropriate by the Director

Knowledge, Skills and Abilities:

1. Maintain professional competence and skills through in-service education, consultation with administration and colleagues, independent study and self-selected professional growth activities.
2. Maintain a high level of professional integrity.
3. Communication and problem skills needed to handle classroom situations
4. Excellent verbal communication skills.
5. Ability to maintain professional confidentiality concerning individual student data and achievement.

Minimum Qualifications:

1. Bachelor's degree in Education with certification at the elementary level or certified Teacher's Assistant (certification up to date)
2. Prior experience with high need students preferred
3. Able to work long school day and year (i.e. approximately 8 hour school day for 215 days)

Nondiscrimination Policy Statement

The Discovery Charter School values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, The Discovery Charter School prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability or status as a disabled veteran. This policy applies to service delivery, employment and access to The Discovery Charter School programs and activities. This is a commitment made by The Discovery Charter School and is in accordance with federal, state, and/or local laws and regulations.