



## **Teaching Assistant**

Teaching Assistants are responsible for helping our children learn according to the principles of the International Baccalaureate Primary Years Program, for supporting classroom management, assisting in the delivery of balanced literacy, and collaborating closely with the classroom teacher. Teaching Assistants are responsible for supporting each student's achievement of high standards. Teaching Assistants collaborate with colleagues, administration, parents and staff in creating a healthy and vibrant educational community. The Principal supervises Teaching Assistants.

### **Key Responsibilities:**

#### **General for all Teaching Assistants:**

- Carries out mission and vision as established by the Executive Director and Board of Directors
- Be highly qualified, as outlined by federal No Child Left Behind legislations, in the field or grade level
- Assists in the creation of a positive and effective school and classroom environment that supports the school's philosophy and goals and meets students' individual needs, supporting differentiated learning. This also includes creating routines, rituals and celebrations that support a sense of class and school community as well as student self-esteem and increasing independence/self sufficiency.
- Facilitate high quality literacy engagement at literacy centers
- Assists in the administration of daily formal or informal assessments of student achievement via various instruments, observation checklists, rubrics, testing tools, and student portfolios, and documenting student achievement through these instruments
- Participates in ongoing staff development as related to the Teaching Assistant role that supports the curriculum and differentiated instruction, as well as the inquiry approach as outlined in the IBO programs; pursues advanced studies, certifications, and/or endorsements in bilingual, cross-cultural and language diversity education.
- Assists the classroom teacher in the maintenance of accurate attendance and other student records. Assess and report any special needs and/or services the student may require in a timely fashion to the classroom teacher. Follow the law in reporting immediately any suspected child abuse.
- Contributes to the overall orderliness and organization of the school environment; Neatly displays current student work in the classroom and public areas reflecting the current unit of inquiry and each subject area taught
- Is a positive role model for social responsibility, human empathy, fairness, justice, integrity, highly ethical behavior, loyalty and commitment
- Participates in staff meetings and professional development as directed
- Attend monthly field trips as needed
- Assist with recess, lunch, and breakfast duties
- Maintains good attendance
- Actively participates in family and community outreach
- Performs other job related duties as assigned or request by Principal

**Required Skills and Experience:**

- 2+ years experience in an education-related field (ideal)
- Convey enthusiasm for the school and its students
- Demonstrate a fervent commitment to the school's mission and vision
- Relentless drive to increase personal and student achievement
- Demonstrate and model academic excellence
- Strong communication, interpersonal and team skills
- Fluent or conversational in Spanish (ideal)

**Education Requirements:**

- Associates Degree in Education (minimum)
- Bachelors Degree in Education or related fields (preferred)
- State of Illinois Teaching Certificate (preferred)
- Endorsement or extensive experience in ELL instruction (preferred)