

MONTESSORI PEAKS ACADEMY

Elementary Teaching Assistant's Job Description

To perform this job successfully, an individual must be able to fulfill the following responsibilities. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Hours:

7:30 – 3:30 Daily with one ½ hour lunch

Professional Responsibilities:

- Communicates effectively with lead teacher, primary coordinator, principal, and other staff. Checks Jeffco email daily.
- Interacts appropriately with parents and guardians, reserving all behavioral and educational progress reporting to the lead teacher.
- Maintains prompt daily attendance as prescribed in the Employee Guidelines.
- Works productively with lead teacher and responds positively to direction, requests and changes.
- Participates in staff development and staff meetings.
- Makes time available to do planning with the lead teacher.
- Maintains current educational requirements and up-to-date personnel documents for the school and Child Care Licensing.

Academic Responsibilities

- Assists with the maintenance of the learning materials and the classroom environment, including the set-up, cleaning, refilling activities and papers, and packing up of the classroom. This would include photocopying.
- Assists the lead teacher with lessons and follow-up activities.
- Provides support for individual students with independent work.
- Works as assigned to organize documents for student information and field trips.

Supervision and Discipline

- Supervises students as assigned including lunch and playground with attention to student safety.
- Helps to implement discipline within the classroom as directed by the lead teacher.
- Assists the lead teacher to provide structure that enhances student independence.
- Interacts with students in a respectful constructive manner.
- Helps the teacher promote an environment of mutual respect among students.
- As directed, covers breaks in classrooms other than the one to which assigned.

Education and Training: High school diploma or G.E.D.

Experience: Previous experience in a school setting preferred

Skills, Knowledge, & Equipment: Requires basic language, math and writing skills. Knowledge of computers and general office equipment preferred.

Physical Requirements: The employee is regularly required to use hands and arms to reach, to talk and hear, to walk, stand, and sit, to climb, balance, stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

Certificates, Licenses, & Registrations: CPR and First Aid certifications highly recommended.

The Board of Directors of Montessori Peaks Academy reserves the right to modify, supplement, rescind or revise any provision of this job description and/or expectations, as necessary or appropriate in its sole discretion, upon written notice of same to Principal, Primary Coordinator, and Lead Teacher(s).