

Teacher's Assistant

Department

Elementary

Position Summary

Under a Teacher's general supervision, the Teacher's Assistant assists in reinforcing instruction to individuals or small groups of students in a classroom or other learning environment. The Teacher Assistant also assists in the preparation of instructional materials.

Job Functions

Essential Functions

- Tutors individuals or small groups of student, reinforcing instruction as directed by the teacher;
- Oversees student drills, practices, remedial exercises and assignments in various subjects;
- Provides individual assistances to students explaining errors, answers questions and a variety of instructional activities;
- Assists in preparation of instructional materials including copying and distributing materials;
- Assists with monitoring behavior of students in the classroom and during outdoor activities and reports progress regarding students' performance and behavior;
- Assists with monitoring emergency drills according to approved procedures;
- Assists students with building self-esteem by providing proper examples, emotional support, a friendly attitude and general guidance;
- Promotes understanding of the school rules and the United Auburn Indian Community's culture and historic background.

Non-essential Functions

- Oversees groups of students during playground activities; assures safe outdoor play;
- Maintains a clean, safe and orderly classroom learning environment;
- Assists with disinfecting the classroom and high touch surface areas within the school buildings;
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge

- Knowledge of child development;
- Proficient knowledge of basic subjects including mathematics, grammar, spelling, language and reading;
- Proficient knowledge of proper English usage, grammar, spelling, punctuation, vocabulary, and handwriting;
- Knowledge of child guidance principles and practices; basic instructional methods and techniques;
- Knowledge of educational programs and outreach programs in surrounding area;

- Knowledge of symptoms of communicable diseases and head lice;
- Knowledge of MS Office applications, including Word, Excel, and Outlook.

Skills

- Well-organized, and able to manage multiple things simultaneously
- Active listening skills;
- Awareness
- Calm, friendly, and reliable temperament;
- Creative thinker;
- Patience and compassion;

Abilities

- Ability to adapt to the various needs of the children;
- Ability to interact with children
- Ability to work independently and use good judgment;
- Ability to maintain safe, secure and healthy environment for children;
- Ability to work both indoors and outdoors;
- Ability to provide activities that are recreational in nature;
- Ability to utilize strong interpersonal and communication skills;
- Ability to work effectively with a wide range of constituencies in a diverse community;
- Ability to foster a cooperative work environment;
- Ability to communicate effectively, both orally and in writing;
- Ability to develop and implement new strategies and procedures;
- Ability to work under pressure;
- Ability to maintain appropriate confidentiality in all matters pertaining to students, parents, staff and program;
- Ability to clear all necessary background checks.

Qualifications

Minimum requirements

- Education:
 - High school diploma or equivalent
 - Completion of units in Early Childhood Education, Liberal Studies or related field
- Experience:
 - Two years of related work experience

Preferred qualifications:

- Associates Early Childhood Education, Liberal Studies or related field

Working Conditions

While performing the duties of the job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; stoop, kneel, crouch or crawl, sit, climb or balance. The employee must regularly lift and/or move up to up to 50 pounds, to and from locations in temperature extremes, such as heat in excess of 100 degrees F., and cold

below 20 degrees F. The employee will have frequent exposure to high noise levels. The specific vision abilities required by this job, with or without correction, include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus, all with or without correction.

Special Requirements

Must maintain STRICT CONFIDENTIALITY of all UAIC information received in trust and confidence.

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