

# Moencopi Day School

## POSITION DESCRIPTION

<b>TITLE:</b>	Teacher Assistant
<b>EMPLOYMENT:</b>	10-Months per School Year
<b>SUPERVISOR:</b>	Chief School Administrator
<b>PRIMARY RESPONSIBILITY:</b>	A Substitute Teacher supervises students in the event that their regular teacher is unable to lead class. Their duties include managing classroom behavior, quickly interpreting lesson plans and creating reports to inform the students' permanent teacher of their success.

### QUALIFICATIONS

- Required Associates degree or 60 semester hours, preferably in education, of coursework documented on an official transcript from an accredited institution of higher education.
- Required two (2) or more years of teaching classroom experience at the elementary level.
- Implementing the Teacher's lesson plans and maintaining daily classroom schedules.
- Supporting each child's social, emotional, and intellectual growth and development.
- Always ensuring the wellbeing and safety of children.
- Using a variety of instructional and assessment strategies, as directed by the Teacher, to meet individual student needs.
- Assisting students with assignments or difficult concepts.
- Maintaining communication with parents, staff, and faculty regarding the progress of students.
- Ability to maintain confidentiality, especially with children with disabilities. Privileged information should not be shared with others at the school or community.
- Excellent verbal and written communication skills.
- Proven organizational and time management skills.
- Ability to maintain a professional personal appearance, attitude, and work behavior at all times.
- Ability to work well independently and as part of a team.
- Ability to work well with students with various learning needs.
- Friendly and nurturing disposition.
- Knowledge of basic childcare principles.
- Required experience with diverse populations, specifically Native American.
- Computer literature and experience with technology based.
- Required valid Driver's License, First Aid/CPR Certificate.
- Hopi/Native American Preference.
- Must pass a Background Check.

### CURRICULUM AND INSTRUCTION

- Assist teacher with the responsibility of implanting the school's standards based instructional program and in the use of teaching methods and strategies which consider the needs, interest, abilities, and maturity levels of the students, especially the Special Needs and English Language Learner (ELL).
- Be responsible for **providing assistance** to the teacher in improving student achievement; teacher assignment may include: reading to students, listening to students read, providing one-to-one instruction, directing small-

*Amended on 07/07/2021*

group work, reading a story to small groups of special needs students or physically assisting students do their work, assisting students with personal needs/care, motivating children with emotional needs and model for positive behaviors, assisting students with classroom projects, etc.

- Knows and uses clearly articulated learning targets – ones that are vigorous concepts, generalizations, or procedures rather than only statements of daily classroom objectives.
- In collaboration with assigned teacher, identifies well-defined learning objectives and targets, instructional activities, and assessment strategies.
- Designs and prepares support lessons for assigned students ensuring lesson is coordinated with core instruction.
- Assists the teacher by using instructional strategies (Differentiated Instruction & Sheltered English Instruction) that address the needs of diverse learners – special needs and ELLs.
- Collaborates and consults with the teacher to select and use assessment methods to clarify the student’s learning targets, data to be collected and criteria that demonstrates student has mastered learning target, especially for Special Needs and ELL students.
- Be always responsible for the supervision of students.
- Be responsible for enforcing school approved discipline plan.
- Identify and refer unusual student behavior to appropriate specialists, report to the nurse and injury or illness to a student.
- Know and follow school regulations regarding emergency and safety procedures.
- Responsible for performing those duties which protect the health and safety of students and employees.
- Will make collaborative efforts to assist in reaching school improvement goals.
- Will be in daily attendance of 90% or better on a monthly basis.

#### OTHER REQUIRED RESPONSIBILITIES

- Attend staff meetings and all required school in-service program activities.
- Serve on committees as requested.
- Be responsible for discharging instructional and non-instructional school-related activities (i.e. playground and lunch room duty);
- Be responsible for own involvement as contributing member involving group decisions and the development of a positive, cooperative building environment.
- Be responsible for following accountability procedures; know and observe Board policies and regulations.
- In the event of absence, contact his/her immediate supervisor within the specific time to ensure coverage of classroom.
- Remain in school after dismissal of students, as necessary to complete daily duties, attend teacher and committee meetings and hold parent conferences.
- Provide Quality Customer Service.
- Perform other duties as assigned.

#### ACKNOWLEDGEMENT

I acknowledge that I have read, understand, and have discussed this position description with my supervisor. I understand the responsibilities of this position and am prepared to accept these responsibilities.

APPLICANT PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_