



MANCHESTER ACADEMY

EMPOWERING EXCELLENCE IN EDUCATION

Elementary/Kindergarten Teacher Assistant

Position Overview:

A teacher assistant at Manchester Academy, first and foremost, loves children. A Manchester Academy teacher assistant has daily responsibility for the social, emotional, and educational wellbeing of children in his or her care. Consequently, a Manchester Academy teacher assistant strives to have a child-centered classroom at all times and should be willing to do whatever is necessary, both inside and outside the school day, to impact the lives of our children. A Manchester Academy teacher assistant should also be an expert in his or her field and should understand the nature of academic inquiry. The teacher should be a lifelong learner who has a passion for that which he or she teaches. Finally, a Manchester Academy teacher assistant endorses and affirms the mission, vision, and beliefs of the school.

Key Responsibilities:

- Develops and communicates a vision that promotes excellence in early childhood education that aligns with the school's spiritual values and mission.
- Work toward the goal of accomplishing the **Portrait of a Graduate** in all students.
- Maintain standards of the **Characteristics of Professional Excellence** and be intentional about maintaining the culture of Manchester Academy.
- Set high academic and behavioral standards for students and staff, fostering a culture of excellence and accountability.
- Maintain a culture where employee relations are positive, supportive, and collegial
- Develops and communicates a vision that promotes excellence in early childhood education
- Oversee the development and implementation of a robust and inclusive curriculum.
- Support teachers in employing effective instructional strategies and meeting student needs.
- Use data to monitor student achievement and guide instructional decisions.
- Recruit, hire, train, and evaluate teachers and staff.
- Provide mentoring, coaching, and professional development opportunities to enhance staff effectiveness.

- Promote a safe and respectful school environment where all students can thrive.
 - Address behavioral and disciplinary issues promptly and equitably.
 - Collaborate with teachers and parents to meet the needs of all students, including those requiring additional support.
 - Communicate effectively about school policies, events, and student progress.
 - Encourage parent involvement in school activities and decision-making processes.
 - Manage the school's daily operations, including scheduling, budgeting, and resource allocation and state compliance for K2 program..
 - Maintain accurate records and prepare reports as required.
 - Integrate faith and character development into the school's culture and programs.
 - Facilitate spiritual growth opportunities for students, staff, and families.
 - Oversees the afterschool and summer daycare program.
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Preferred Qualifications:

- **Education:** minimum of a 2 year degree in childhood education
 - **Certification:** certification or licensure, as required by MSAIS regulations.
 - **Experience:**
 - Minimum of 1-3 years of teaching experience.
 - Prior childhood education experience preferred.
 - **Skills and Competencies:**
 - Strong leadership and organizational skills.
 - Excellent interpersonal and communication abilities.
 - Proficiency in data-driven decision-making and problem-solving.
 - Ability to inspire and manage a diverse team.
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Reporting To:

Elementary or Kindergarten Principal