

POSITION DESCRIPTION

Position Title: Teacher Assistant

Position: Teacher Assistant

Reports to: Certified Teacher/Director

Description: This position requires love, patience and respect for students, encourage the children to be independent and model for them appropriate manners and behaviors. Instruct children in activities designed to promote social, physical, and intellectual growth following the philosophies of Maria Montessori by performing the following duties:

POSITION RESPONSIBILITIES

Primary Functions: (List only the essential job functions)

- Follows all LMS policy and procedures;
- Becomes knowledgeable about Montessori methodology, terminology and practices;
- Participates in the instructional program under the direction of a Montessori/state certified teacher;
- Works with groups of children based on academic and social needs;
- Prepares environment for children daily;
- Keeps classroom and hallway environment clean;
- Performs lunch, snack, and clean up routine;
- Participates in In-service training programs as required;
- Checks student work;
- Prepares weekly progress reports;
- Understands conflict resolution;
- Takes children to recess and P.E.;
- Records student performance as guided by certified teacher;
- Assists certified teacher with classroom activities as directed; and
- Prepares work and materials for the classroom as required.

Secondary Functions:

- Perform all other duties as assigned by the designated supervisor;
- Establishes and maintains cooperative and supportive relationships with parents, students and colleagues;
- Attends and participates at staff meetings;
- Attends at open houses and other school functions; and
- Conducts one parent education session per year.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the position. While this description is intended to be an accurate reflection of the current position, LMS reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, change in personnel, work load, rush jobs, or technological developments). **Attach additional page(s) as needed.**

Evaluation of Job Performance:

- Evaluation performed with in-house evaluation tool using *Instructional Support Competency Profile*.

Scope of the Position: Administrative Certified Classified (Please check appropriate type of position)

Qualifications:

	Required	Preferred
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Education:	Minimum of 60 hours of college credit or qualified passing score on the ParaPRO Assessment Test, based on the SC scale	Associates Degree, Bachelor's or Master's Degree
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Experience & Training:	1 year of experience working with children	2-3 years working with children
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Specific Skills:	Proficient in the use of standard computer applications; Must have excellent written and oral communication skills; and ability to work collaboratively with staff.	
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Licensing/Certification:		
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Other:	CPR	
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Working Conditions: (describe the work location, identify typical hours, extent of travel)

Location: School Based
Travel: some travel may be required
Hours: 40 hour work week (may vary)

Physical/Mental Requirements: Sedentary Work: Exerting up to 10 pounds of force occasionally &/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time.
(describe the tools or equipment utilized to perform the job functions, number of pounds lifted, requirements for handling degrees of stress, adaptability to fluctuating deadlines, number of locations visited each day, ability to do routine work)

Ability to sit, stand, bend, and lift up to 50lbs.

APPROVALS:

1) _____ **Director** _____ **Date**

2) _____ **Governing Board Chair** _____ **Date**