

## **Job Description**

**Position:** Teacher Assistant

**Reports to:** Legacy School Administration

**Position Description:** The Teacher Assistant is responsible for supporting the educational atmosphere where students have the opportunity to fulfill their potential in their cognitive, emotional, physical, and language growth. This person is responsible for following the classroom teacher's instructional program that will result in students achieving academic success in accordance with Legacy School standards.

### **Primary Responsibilities:**

- Implements instructional activities created by the classroom teacher that contribute to a climate where students are actively engaged in meaningful learning experiences.
- Assists teachers in completing ongoing assessments of students in their cognitive, emotional, physical, and language growth through standard checklists, observation, and other means of informal assessment.
- Maintains effective and efficient record keeping procedures.
- Provides a positive environment in which students are encouraged to be actively engaged in the learning process.
- Collaborates with the classroom teacher to enhance the instructional environment.
- Models professional and ethical standards when dealing with students, parents, peers, and community.
- Establishes and maintains cooperative working relationships with students, parents, and other staff.
- Assumes responsibility for meeting his/her in-service hours.
- Participates in staff training, in-services, and meetings, as well as school family events throughout the school year.
- Manages student behaviors
- Reports concerns/issues to administration in a timely manner
- Obtain and maintain CPR/First Aid
- Performs other duties and responsibilities as assigned by Legacy School Administration. All work responsibilities are subject to having performance goals established as part of the annual staff evaluation process.

### **Education, Certifications, and Work-Related Experience:**

High School diploma

Experience working with young children valued

CPR/First Aid

### **Technical Competencies and Skills:**

- Possesses strong oral and written communication skills
- Works independently with little direct supervision
- Works as part of a team
- Accepts responsibility and is self-motivated
- Demonstrates strong work ethic
- Displays effective multi-tasking and time management skills

**Working Conditions:**

- Physical Ability: Tasks may involve extended periods of time standing and/or walking, sitting on the floor, and light lifting.
- Sensory Requirements: Some tasks require visual perception and discrimination.
- Some tasks require oral communications ability.