



Legacy School  
6860 North 166<sup>th</sup> Avenue  
Omaha, NE 68116  
402.884.2242  
LegacySchoolNE.com

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## Elementary Teaching Assistants – Grades 3, 4, and 5

**School Year:** 2023-2024

**Start Date:** August 14, 2023

**Description:** As a Teacher Assistant at Legacy School, the TA will work alongside one elementary teacher, full-time, and will have the following responsibilities:

### **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 Elementary students valued
- CPR/First Aid



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### **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.

**Grades:** 3, 4, 5

**Category:** Teaching Assistant

**Additional Information:** Salary is based on education and experience.

### **How to Apply:**

Please send an introductory letter and resume to [bweber@legacyschoolne.com](mailto:bweber@legacyschoolne.com)

### **About Legacy School:**

Legacy School offers a nonsectarian, private school setting for parents looking for high academic standards, small class sizes and exceptional teaching. Legacy School's distinct educational approach delivers the highest quality of education through literacy-based, differentiated instruction, giving students the best opportunities to achieve curriculum standards. Our inviting, safe, student-centered environment caters to the individual educational needs of each student.