



Job Description

Job Title: Teacher Assistant **Reports to:** Principal

Job Function

Works to meet the unique needs of each child and co-labors with the teacher to nurture, train and cultivate each student in his/her care. Helps the student in the classroom, halls, restrooms, playground, and cafeteria. Interacts with the teacher, staff, faculty, and parents to meet the needs of each student.

Core Responsibilities

Serves as the Educational Assistant

- Assists in providing an active, interactive inviting, exciting and innovative learning environment for each student.
- Supervises the student during class lessons and other activities.
- Helps reinforce skills and give personalized assistance when needed.
- Escorts the student throughout the school day.
- Attends school activities with students.
- Assists with behavior management.
- Assists specials teachers with the student as requested.
- Assists with organization of student's daily work, folders and assignments.
- Assists student with daily living skills as needed.
- Monitors students on the playground at recess.
- Makes copies and prepare materials for lessons and special activities as requested by the teacher.
- Helps decorate and tear down bulletin boards in classroom and hallway.
- Keeps up with correspondence in and out of house by way of email and mailbox, etc.
- Supervises children at morning drop-off, in cafeteria during lunchtime, and at afternoon pick-up.
- Participates in orientation, school-wide activities and teacher planning days.
- Serves under administrative direction as need arises.
- Collaborates with other staff members to create meaningful community learning opportunities and community-based partnerships.
- Cooperates with the implementation of school programs and activities.
- Encourages parental/family involvement and volunteerism in the educational process.
- Engages in effective and appropriate classroom management.
- Creates lesson plans that adhere to interdisciplinary teaching strategies, methodologies, techniques and best practices.
- Allocates supplies, instructional materials and equipment in the classroom according to the requirements of ICS.
- Participates in school functions and staff development programs.
- Ensures students are supervised at all times.

- Pursues continuous professional growth.
- Supports the vision and mission of ICS.

May Perform Additional Duties as Assigned

Disclaimer

The above requirements are general in nature and are by no means intended to be an exhaustive list of all responsibilities, duties and skills required of personnel appointed to this position.

Skills and Knowledge

- A passion to serve students and their families
- A strong commitment to the mission, vision and educational philosophies of Innovation Charter School
- Excellent interpersonal skills with regard to children, their parents, and colleagues
- Love for children and a desire to see that they have a solid foundation in the educational skills needed for the 21st Century
- High work ethic and personal values
- Two years of college preferred
- Demands professionalism from oneself and encourages each student to perform to the best of their abilities.

Physical Demands

- Some physical exertion required
- Required to sit and /or stand for long periods of time
- Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed.

Work Environment

The work environment characteristics described here are representative of those and employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this work environment is moderate, however, noise level may increase during periods of high student traffic.

Terms of Employment

- Salary and benefits shall be paid consistent with ICS salary and benefit policies. Length of work year and hours of employment shall be those established by ICS.
- This document does not constitute an employment contract, implied or otherwise, other than an “at will” relationship.

FLSA Overtime Category

Job is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

Evaluation

Performance will be evaluated in accordance with ICS policy and per the FCPCS evaluation model.

Declaration

Human Resources retain the sole right and discretion to make changes to the job description. Any unauthorized changes made by an employee will subject said person to disciplinary action and possible termination.