

## **Primary Grade Assistant Job description**

Reports to: Lead Teacher

Contracted dates: August 23, 2024 - June 20, 2025

Full-time: Monday through Friday, 8:00 am to 4:00 pm, or TBD during the academic school year

### **Position Summary**

The Teaching Assistant will start their day working in classroom at 8:00 am. They will work primarily with the Pre-Kindergarten teacher(s), although the assistant may be asked to support instruction and activities in other grade levels as well. The assistant supports the program by bringing together the curriculum and available resources under the guidance of the teacher. This individual is an integral part of the Abiqua School faculty, supports the mission, philosophy, and policies of the school and works under the Childcare Director. The assistant also helps provide supervision during Lower School recess/lunch. The Teaching Assistant works with the After School Care supervisor to provide supervision and activities for children after school ends. The assistant may be asked to step into the lead teacher role if/when the main teacher is out sick or doing assessments. A “teacher” qualification is preferred with ELD, so this is possible. They will need to maintain 15 hours of professional development to continue this status.

### **Essential Functions/Accountabilities:**

- Works cooperatively under the supervision of the Childcare Director and teachers.
- As required, attends scheduled staff meetings.
- Supports the teachers and follows their direction. (If you find there may be a better or different solution to a problem or situation, share your ideas with the teachers and initiate a dialogue.)
- Maintains confidentiality in communication with everyone in the community (does not talk in front of children about peers, adult issues or inappropriate behaviors.)
- Assists the teachers in establishing a safe, enriched environment suitable for children, which includes providing for self-help skills; asks open-ended questions to support learning and exploration.
- Uses positive discipline techniques; comments on what the children are doing, supports their problem solving, and helps children with difficult situations before they become large problems with anger or frustration.
- Allows children to be as independent as possible; giving the affection and support they need to take the next step in their growth, allowing each student to direct their learning when appropriate.
- Supervises activities and games on the playground, keeping all students in the visual field at all times. Stations with other adults to circulate around the play areas. Avoids adult conversation.
- Interacts in a friendly, positive manner with children and adults in the school community.

- Keeps the classroom orderly and clean, assists the teacher in setting up necessary activities before children are due in the classroom, and helps put the classroom back in order before leaving.
- Directs parents with concerns to the teacher, Childcare Director or the Head of School.
- Substitutes in the classroom(s) as the need arrives.
- **Meets conditions of employment: Certified & Current in CPR and First Aid, Enrolled in the Central Background Registry and has current Food Handler's Card.**