



**Cultivating
Engaged
Learners**

Teacher Assistant Job Description

Term of Employment: 10 months

Job Brief

We're looking for a competent Teacher Assistant to help our lead Teachers in educating our students. You'll get to work with children of various ages and educational needs, while learning how to craft effective lesson plans and organize classrooms.

As a Teacher Assistant, you'll be responsible for individual students – or smaller groups of students – who need assistance to absorb the lesson material. You'll work with the lead Teacher to build plans for class and you'll also help them with record-keeping.

To do this job well, you should be smart and patient with a positive attitude. If you're ready to develop yourself in the world of teaching and do some real good for our students, we'd like to meet you.

Requirements and skills

- Experience as a Teacher Assistant.
- Familiarity with school administrative tasks and learning methods.
- Great communication and organizational skills.
- Cool-tempered and positive attitude.
- Firm but kind personality.
- A love for teaching and the ability to build a trusting relationship with students, teachers and parents.
- College or associate's degree is preferred.

Duties and Responsibilities

- Assist the teacher with executing instruction and evaluating its effectiveness.
- Constantly monitors the safety and well-being of students; monitors student attitudes and encourages self-esteem; assists students with becoming increasingly independent.
- Monitor student behavior and help maintain discipline in the classroom.
- Assist students with learning; reinforces and clarifies instructions; conducts short sessions on improving study skills; creates and modifies materials to match student abilities; modifies tests for students; provides one-on-one assistance as needed.

- Perform general housekeeping duties in maintaining an orderly classroom.
- Escort and supervise students in field trips and school activities.
- Perform various clerical duties as needed, maintains records of student progress; develops and files incident reports; grades student papers and scores tests; checks daily attendance; makes copies; develops classroom display and instructional materials; maintains and operates audiovisual equipment; maintains class files, etc.
- Perform other related work as required.

EVALUATION: Performance will be evaluated in accordance with Lakeside Charter Academy's policy on evaluation of personnel.

LAKESIDE CHARTER ACADEMY IS AN EQUAL OPPORTUNITY EMPLOYER