

Teaching Assistant

Employees and volunteers of TWIN PEAKS CHARTER ACADEMY work collaboratively to fulfill the TWIN PEAKS CHARTER ACADEMY Mission. The items listed in this job description provide structure to the responsibilities and accountabilities for this position. Metrics will be developed for the position based on the description below. TWIN PEAKS CHARTER ACADEMY expects to employ professionals who will work beyond job descriptions creating both fulfilling career environment and successful outcomes for our students. Values we hold high include: Responsibility, respect, citizenship, fairness, trustworthiness, and caring and we expect to see them evidenced in our staff, parents, and students.

Nature and Scope of Job

Under the direction of the Preschool Group Leader, the Teaching Assistant will support student learning by assisting with classroom instruction, implementing lesson plans, supervising students, organizing and preparing the classroom, assisting with the physical needs of students, performing clerical duties and assisting with assessment. Participate in appropriate inservices, professional development, meetings, trainings and/or other school functions as appropriate. Provides an enriched atmosphere where students learn subject matter and skills that will contribute toward their potential for intellectual, emotional, psychological growth and maturation.

Education and Experience

- Must be at least 18 years old and have a High School diploma, or equivalent
- Must meet the No Child Left Behind requirements, which are:
 - Associate's degree or 2 year college degree, OR
 - Completion of 48 college semester hours, OR
 - Passing of state Colorado Department of Education approved paraprofessional examination
- 2 years teaching experience in an early childhood environment preferred

Responsibilities

- Assist Group Leader with classroom instruction, recording observations, implementing lesson plans, supervising students and implementing positive discipline. Facilitate and/or observe students in small groups and/or one-on-one to reinforce skills, concepts and strategies
- Organize and prepare classroom, including preparing instructional materials, preparing tables for activities, cleaning and sanitizing room, materials, toys, etc.
- Monitor students on the playground. Manage student behavior, implement discipline actions and monitor safety
- Participate in appropriate inservices, professional development, meetings, trainings and/or school functions as appropriate
- Be a positive role model and act as a school liaison
- Model correct language and behavior skills
- Take responsibility for bulletin boards, décor, neatness and appearance of classroom
- Develops a collegial relationship with parents, students, and staff
- Maintains a discipline and classroom control that fosters a safe and positive environment for all students in accordance with TWIN PEAKS CHARTER ACADEMY mission

Required Knowledge, Skills and Abilities

- A belief that all students are capable of learning
- Knowledge of behavior and classroom management techniques
- Enthusiasm to ensure student engagement
- Ability to be part of and work with a team
- CPR and First Aid certifications required within 1 month after hire

Note: This job description is not intended to be an all-inclusive list of duties, responsibilities or qualifications associated with the job. Specific duties may vary and additional duties may be assigned.