



Position Title: ES Teaching Assistant – Full Time
Date Modified: January 2020
FLSA Classification: Nonexempt
Reports To: Classroom Teacher
Position Purpose: The Teaching Assistant is responsible for assisting in the implementation of the daily program under the direction of the teacher

Essential Functions

- Set up interest centers and preparing needed materials and supplies
- Supervise the classroom when the teacher is out of the room
- Help with general housekeeping and kitchen tasks
- Supervise outside playground activities
- Follow directions given by head teacher or immediate supervisor
- Work with children in large and small groups and individually
- Provide classroom & playground coverage for teachers as needed
- perform other related duties assigned by the Classroom Teacher

Qualifications

- High school degree or GED , Bachelor's degree preferred
- DCF 40 hour introductory child care training preferred
- Interest in children in an educational setting
- Good verbal skills with students, colleagues and parents
- Demonstrated organizational skills
- Able to use basic office equipment
- Proficient in technology and web based tools
- Committed to inclusion and issues of social justice and equity

Physical Requirements and Work Environment

- Works in a highly involved and busy environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts
- May work at a desk and computer for extended periods of time
- Be able to occasionally lift up to 30 lbs
- Spend time sitting on floor or child size furniture
- Monitor children in classroom, playground, library, and other school areas
- Be able to come in contact with children who are ill/ contagious
- Work primarily in a traditional climate controlled classroom environment
- Work intermittently in outside weather conditions, including extreme heat and cold

Acknowledgment

I understand the responsibilities and competencies of the ES Teaching Assistant position

Signature

Date

POLICY OF NON-DISCRIMINATION

Shorecrest Preparatory School welcomes candidates for admission or employment, regardless of age, race, culture, gender, sexual orientation, religion, socio-economic status, national or ethnic origin, and does not discriminate on the basis of any category protected by law in the administration of any of its programs.

Shorecrest is a designated drug-free workplace.
Shorecrest participates in E-Verify.