

POSITION ANNOUNCEMENT

POSITION:

Teacher Assistant
(10-month position)

Hours: 8:15am – 3:00pm;
or 8:30 – 3:00pm additional 1 hr of duty;
Thursdays to 4:00pm (4 times per year)

PRIMARY RESPONSIBILITIES:

- 1. Assist the teacher in the classroom.**
 - 1.1 Work with the small groups or individual students as directed by the teacher using specified materials.
 - 1.2 Assist in the physical care of the students and/or classroom as needed by situation and department. (including feeding, dressing, toileting, ambulation as needed)
 - 1.3 Prepare instructional materials as directed.
 - 1.4 Perform clerical duties necessary for efficient functioning of the class (i.e. obtain supplies and media equipment, correct papers, create classroom materials and use computer/library for research.
 - 1.5 Help to maintain orderly procedure during assigned duties and emergency drills.
- 2. Assist outside the classroom**
 - 2.1 Accompany students and assist in all out of class activities.
 - 2.2 Assist on class trips.
 - 2.3 Assist other students or staff as needed.
- 3. Assume supportive duty assignments**
 - 3.1 Substitute for classroom teachers school wide as needed (teacher meetings, absences, professional development, etc.) as directed by supervisor and/or their designee.
 - 3.2 Supervise breakfast/lunch/recess programs as required in the department.
 - 3.3 Accompany/assist students as needed. (related services, nurse's office, etc.)

RELATED RESPONSIBILITIES:

1. Interact and communicate effectively with students throughout the school day.
2. Foster an atmosphere conducive to learning.
3. Assist teacher by observing student behavior and keeping behavior logs/charts as needed.
4. Maintain confidentiality and professionalism at all times.

PROFESSIONAL QUALIFICATIONS:

- 1 Certification**
 - 1.1 New York State Teacher Assistant certification level 1, 2, 3 or continuing certification as a Teaching Assistant required.
 - 1.2 High School Diploma
- 2 Communication Skills**
 - 2.1 Sign Language Skills required (SCPI, ASLPI or equivalent minimum rating of intermediate required)
- 3 Ability to work with others, report to work on time, perform all functions of the position and maintain professional conduct

PERSONAL QUALIFICATIONS:

1. Display flexibility, patience, good judgment and dependability
2. Ability to perform job functions with attention to time and attendance.
3. Possess mature personality and good interactive skills.
4. Respond responsibly in crises situations.
5. Display a positive attitude towards children and understand their growth and development.

REPORTING RELATIONSHIP:

Classroom Teacher, Department Supervisor

Application process: Interested persons are to fax a resume with cover letter and any related copies of certifications to the Personnel Office at 718-792-6631 or by email: personnel@sjsdsdny.org

Closing date: Open until filled.

“An Equal Opportunity/Affirmative Action Employer”

Revised: 6.3.16da

This position is included in the Jointly Organized Essential staff bargaining unit.