

Children of the Immaculate Heart

JOB DESCRIPTION

Position:

Teacher Assistant (TA)

Job Summary:

The teacher assistant is responsible for assisting the teacher with classroom instruction and management.

Key Performance Indicators:

1. Significant classroom incidents not more than once per week
2. Students ready in class on time each day
3. Prep work completed for Teacher on time.

Principal Accountabilities:

Specific duties and responsibilities of the TA include but are not limited to:

1. Assist with classroom instruction and individual student tutoring as directed by the teacher.
2. Assist the teacher with the Intake Process for a new student.
3. Assist the teacher with the IEP Process, as necessary.
4. Assist with the design of appropriate curriculum and lesson plans for each student.
5. Complete incident reports in a timely fashion and submit to the teacher or Administrator.
6. Handle classroom discipline and be prepared to implement appropriate crisis intervention techniques.
7. Attend all meetings as directed by the teacher.
8. Supervise students at all times.
9. Plan academic graduation ceremonies in consultation with the teacher, Diego Hills Charter School staff, and the Administrator.
10. Assist in the development and implementation of methodologies for behavioral change.
11. Facilitate Group Process as needed to direct student's behavior and motivate for further positive behaviors.
12. Assist with the implementation of the Point/Level System.
13. Prepare written reports as directed by the teacher.
14. Assist with resident wake-up, medication distribution, chores, and breakfast.

Principal Interactions:

Primary relationships include: the teacher, Diego Hills Charter School staff, and the Overnight Child Care Worker. Secondary relationships will include: Child Care Workers, Therapists, and the House Manager.

Education / Experience / Knowledge Requirements:

The position of TA should have a Bachelor's Degree in Education or related field, a valid State teaching credential or emergency credential, and a minimum of one year experience teaching special needs children; preferably emotionally disturbed and conduct disorder adolescents. A valid driver's license from the state of employment is also required. Experience can be substituted for education: one year experience equaling one year of education.

Authority Level:

Assigned Classroom

Reports to:

Teacher