

WILLOW OAK MONTESSORI: A PUBLIC CHARTER SCHOOL

POSITION: TEACHER ASSISTANT – Exceptional Children’s Program

Description:

Willow Oak Montessori is a collaborative community of professionals passionate about meeting the individual learning needs of every child. As an integral member of the Exceptional Children’s team, the teacher assistant will assist the supervising teacher with executing instruction and evaluating its effectiveness for students with disabilities. The teacher assistant will monitor student behavior, implement behavior intervention programs, assist with crisis prevention, assist with de-escalation techniques, and maintain the safety of all students at all times. The teacher assistant will also assist students with learning, reinforce and clarify academic instruction, create and modify materials to match student abilities, and provide individual assistance as needed. Furthermore, the teacher assistant will perform various clerical duties by maintaining accurate records of student behavior and academic progress on a daily/weekly basis.

Classification:

Contract Type: Part Time

Contract Term: 4 months (Feb-Jun)

Reports To: EC Coordinator and EC Teacher

Requirements:

- High School Diploma or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities
- Experience working with students with disabilities, including those with autism spectrum disorder and emotional disabilities

Knowledge, Skills, and Abilities:

- Ability to interact with students in an age-appropriate manner that demonstrates an appropriate understanding of each student’s individual needs, abilities, and disabilities.
- Be physically capable of standing, walking, kneeling, and reaching.
- Possess manual skills for general housekeeping in classroom.
- Demonstrate a basic level of computer proficiency needed to assist classroom teacher and students.
- Demonstrate strong interpersonal, oral, and written communication skills
- Understand and align with Willow Oak Montessori’s educational philosophy, policies, and procedures
- Understand federal and state statutes and regulations regarding the provision of services to students with disabilities.

Responsibilities:

Teaching Assistance

- Collaborate with EC Teacher in order to coordinate instructional efforts
- Deliver instruction to assist students individually to reinforce learning concepts presented by teacher
- Implement therapeutic regimens, such as behavior intervention plans, under the direction of EC teacher or related service provider
- Create and maintain instructional/classroom materials under the guidance of the EC teacher
- Set up and use assistive technology to assist students with disabilities
- Provide close student supervision and maintain student safety in classrooms, halls, on school grounds, during PE/Recess, field trips, and other places at school.
- Follow appropriate communication channels with students, parents, school and community
- Complete general classroom tasks such as distributing teaching materials, observing student performance, recording student data and attendance
- Attend program trainings, meetings and workshops as requested by the EC Coordinator.

Professionalism

- Maintain a professional attitude toward students, parents, faculty, and the community at all times.
- Strive to be a desirable example for students in attitude, action, speech, and dress.
- Maintain confidentiality regarding all children, families, faculty, and the school as stated in the Willow Oak Montessori Confidentiality Agreement.
- Comply with all policies and procedures included in the Personnel Handbook, Student Handbook, and any other policies and procedures that may be adopted by the Willow Oak Montessori Charter School Board of Directors.
- Abide by the American Montessori Society Code of Ethics and the Code of Ethics for North Carolina Educators.
- Engage in a continuing education program of study.