



**Job Title:** Teaching Assistant  
**Department:** New Directions School  
**Reports To:** Classroom Teacher  
**Status:** Non-exempt  
**Hours:** 35-40 hours per week  
**Compensation:** \$15 per hour

**JOB SUMMARY:** As a Teaching Assistant, you may work with students with any of, or combination of, the following conditions; mental retardation, autism, severe physical/medical involvement (i.e. cerebral palsy, seizure disorders, etc.), communication disorders (to include non-verbal), hearing/vision impairment, learning disorders, emotional disturbances, behavior disorders and to perform related duties as assigned. Direction and supervision is provided by the Principal, Classroom Teacher, and Senior Teaching Assistant.

**ESSENTIAL FUNCTIONS:**

- Assist in direct instruction including:
  - Vocational skills, job and work related tasks
  - Academics (reading, writing, math concepts)
  - Motor skills (physical education, body awareness)
  - Speech/language (communication skills)
  - Leisure/recreation (recess, games, outings, breaks)
  - Domestic skills (food preparation, housekeeping)
  - Self-help (personal hygiene, etiquette, and manners)
- Maintain an effective learning environment through student supervision, class management and student discipline.
- Contribute relevant feedback/information on student progress through observation, interaction, and maintaining accurate records.
- Facilitate age-appropriate interactions, activities and instruction to all students regardless of disability.
- Analyze situations including instruction, class and behavior management and implement an effective course of action.
- Recognize, stimulate and solicit student interest, input and participation to the fullest extent of each student's potential.
- Take appropriate action in emergency situations; follow procedures in a calm, reasonable manner.



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- Perform a variety of clerical tasks, including typing, making copies, collating, gathering resource information/materials, filing, answering phones, taking and relaying messages, word processing, etc.

#### QUALIFICATIONS AND SKILLS:

- Demonstrated ability to work effectively with a diverse population and comply with program regulations.
- Experience working with victims of child abuse or childhood trauma preferred.
- Proof of citizenship or right to work in the United States.
- Standard English usage, spelling, grammar, and punctuation. Communicate effectively in both oral and written form.
- Learn basic first aid and CPR. Passing scores on the proficiency test.
- Use of standard office machines.
- Safe work practices and proper lifting techniques.
- Criminal Record Clearance, and TB clearance before hire.

To learn more about our job openings, visit <http://calparents.org/>. To apply for this position, submit cover letter and resume to Jessica Headington, Human Resources Coordinator: [humanresources@calparents.org](mailto:humanresources@calparents.org).

*Our mission is to end child abuse and strengthen the health of children, parents and families.*