



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.

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