



Job Title: Teaching Assistant

Department: New Directions School

Reports To: School Principal

Status: Non-Exempt, Regular

Hours: School-Year Full-Time

JOB SUMMARY: Teaching Assistants assist certificated staff in the instruction, supervision, and training of individuals or groups of students aged 12-22. Instructional services are performed within a well-defined framework of policies and procedures in a variety of educational environments including classrooms, learning centers, vocational programs, the community and/or other instructional facilities.

ESSENTIAL FUNCTIONS:

- 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.



- 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.

KNOWLEDGE, SKILLS AND EXPERIENCE:

- 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.
- Authorized 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.

PHYSICAL REQUIREMENTS:

- Ability to lift 25 lbs (supplies)
- Prolonged sitting and working on a computer and telephone.

NOTICE: This job description is provided as a general summary of common job duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and Child Parent Institute, nor does it in any way alter the at-will employment relationship that exists between employees and Child Parent Institute. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description. CPI is an equal opportunity employer.