

Job Title:

Assistant Teacher

Responsibilities:

- 1) Assist teacher in performing intake evaluations using *Brigance Inventory of Early Skills* on each student to assess the functional level of the student.
- 2) Assist teacher in planning daily activities which are of high interest and are developmentally appropriate to the child's age and language level
- 3) Assist teacher in making educational materials and preparing art supplies.
- 4) Complete daily notes to go home to parents apprising them of toileting, eating, and sleeping patterns during the day.
- 5) Prepare notes, artwork, etc. to go home in children's folder.
- 6) Help to prepare and supervise children's lunch and naptimes.
- 7) Perform daily listening checks with each student using the Ling sounds and check hearing devices.
- 8) Attend weekly MOSD Staff meetings
- 9) Substitute for lead teachers, in case of absence.
- 10) Assist in before and after care as needed and rotate on a flexible schedule with other assistants
- 11) Be available to assist children in the bathroom and change children's diapers, if needed.
- 12) Provide recess supervision for your class each day.
- 13) Use appropriate methods of discipline with children with guidance from the lead teacher.
- 14) Perform various duties essential to the smooth operation of MOSD, as requested, including keeping common areas tidy and clean.
- 15) Participate in staff functions such as SpeakEasy Gala and other functions.
- 16) Help to make children, parents, and guests, and co-workers feel welcome and appreciated.

Other Requirements:

- Demonstrate a natural ability to read a situation/ability level to preemptively meet student needs.
- Demonstrate situational awareness:
 - recognize when a child may need to be redirected on a task.
 - Help create a good listening environment by displaying good listening skills. Allowing ample time for children to expressively answer, and appropriate turn-taking with lead teacher.
- Redirect parents to have discussions with lead teacher with regards to a child's daily progress.
- Engage with students with energy and enthusiasm.
- Assess a child's language level and converse appropriately with each child.
- Display a positive attitude.
- Make children feel good about themselves
- Play and/or can find conversational tools in daily or creative activities.
- Maintain professionalism and confidentiality.

- Utilize organizational Skills.
- Display daily energy in optimizing each student's ability to learn in the classroom.
- Aware of children's safety constantly.
- Demonstrate mutual respect to lead teacher and receive respect by lead teacher.
- Display patience with students to allow space for children to expressively respond to lead teacher.
- Maintain flexibility.
- Communicate any concerns, questions, and suggestions to the lead teacher.
- Work collaboratively with the teachers, assistant teachers, and other staff members.

Work Hours:

Monday-Thursday 8:00 a.m.-4:30 p.m.

Friday 8:00 a.m.-3:30 p.m.

Rotation with other Assistants for Before/After Care:

Before Care 7:30 a.m.-8:30 a.m.

After Care 3:45 p.m.-5:00 p.m.