

Job Title: Teacher Assistant (Full-Time Position)

Reports To: Director of Educational Services

Organization: Memphis Oral School for the Deaf (MOSD) is a non-profit organization that aims to Empower Deaf Children to Listen, Learn and Talk. MOSD is an early education intervention auditory-verbal clinical educational program focusing on developing listening and spoken language skills (LSL) in children who are deaf and hard of hearing.

EDUCATION and EXPERIENCE: High School Diploma, Child Development Associate (CDA), or Bachelor's and must have at least one year working with children.

Primary Functions:

- Collaborate with the classroom teachers to perform intake evaluations using the *Brigance Inventory of Early Skills* on each student to assess their functional level.
- Collaborate with the classroom teachers in planning daily activities that are highly interesting and developmentally appropriate for the child's age and language level.
- Collaborate with classroom teachers in making educational materials and preparing art supplies.
- Collaborate in co-teaching, instructing, tutoring, and leading the child's learning while the child is in class daily.
- Complete daily notes to go home to parents, apprising them of toileting, eating, and sleeping patterns during the day.
- Prepare notes, artwork, etc., to go home in the children's folder.
- Collaborate to prepare and supervise children's lunches and naptimes.
- Perform daily listening checks with each student using the Ling sounds and check hearing devices.
- Substitute for classroom teachers in case of absence.
- Be available to assist children in the bathroom and change children's diapers if needed.
- Provide recess supervision for your class each day.
- Use loving discipline with children.
- Cover before and aftercare as needed.
- Attend weekly MOSD Staff meetings.
- Participate in staff functions such as SpeakEasy Gala and other functions.
- Help to make children, parents, guests, and co-workers feel welcome and appreciated.
- As requested, perform various duties essential to the smooth operation of MOSD, including keeping common areas tidy and clean.

Other Requirements:

- Attend all the required professional development training.
- Assess a child's language level and converse appropriately with each child.
- Display a positive attitude.

- Maintain professionalism and confidentiality.
- Utilize organizational skills.
- Display daily energy to optimize each student's learning ability in the classroom.
- Be aware of children's safety constantly.
- Display patience with students to allow space for children to respond expressively.
- Maintain flexibility.
- Communicate any concerns, questions, and suggestions to the classroom co-teacher.
- Work collaboratively with all staff members.
- Follow organizational norms.
- Accept other duties as assigned.

Work Hours:

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

Friday 8:00 a.m.-3:45 p.m.

Required Rotation with other Assistants for Before/After Childcare:

Before Care 7:30 a.m.-8:15 a.m.

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

Salary: Commensurate with experience, education, and individual qualifications.

Benefits

Medical/Dental/Vision

Sick time

403B & Employee Life Insurance

Short-Term Disability - Optional