

Bringing *life* to learning



Elementary Classroom Assistant

Job Description

Primary Responsibilities:

- Support the Lead Teacher in caring for and guiding students
- Maintain materials in the learning environment
- Maintain a child-centered environment – orderly, predictable, clean, and safe
- Support students in learning the rhythms, routines, and expectations of all areas of the classroom

Professional Qualities:

- Reliable, conscientious, and kind
- Conscious and respectful of what is developmentally appropriate for each child
- Encouraging to children and respectful of their individual abilities and temperaments
- Responsive to children's physical and emotional needs
- Calm and respectful in tone and approach
- Eager to learn and participate in the life of the classroom and as a team member at the school
- Able to take direction and learn from the Lead Teacher, Head of School, and other staff members

Specific Responsibilities:

- Make certain that the classroom environment is clean at the beginning of each day and insure that materials are neat and present for the children. (papers, pencils are sharpened, paints are set out, etc.)
- Assist teacher with academic support, i.e. give spelling tests, check math problems, keep children on task with work, etc.
- Greet and escort children from cars to the classroom and help them with retrieving important materials. Help with dismissal in the afternoon
- Distribute forms and facilitate communication between families, office, and classroom teacher
- Remind parents of upcoming deadlines, etc.
- Guide the children through transitions
- Monitor outdoor play
- Keep the shelves orderly and dust or wipe with a wet cloth as needed.
- Vacuum and sweep as needed and guide children to help with class jobs
- Empty dishwasher and maintain Elementary kitchen area
- Adhere to the guidelines posted for cleaning surfaces
- Guide children in learning and using good hygiene practices
- Make certain that bathrooms are neat and clean

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- Check of the class for any obvious needs prior to departure and coordinate with aftercare staff
- Make certain the first dishwasher cycle has started at end of day

Parent Communications: Encourage parents to direct any student concerns to the teacher. Answer any questions that relate to deadlines, schedule, field trips, etc.

Teamwork: Participate as needed in staff meetings, parent seminars, continuing education opportunities, school visits, etc. as discussed and agreed upon with Lead Teacher and/or Head of School. On rare occasions, may assist in other classrooms for short periods of time.

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