

Teacher Assistant (Part-time / Full-time)

The Teacher Assistant performs a wide variety of duties assisting a teacher in the Early Childhood Center program. Primary emphasis is on direct student contact, modeling correct speech in English and Spanish while responding to the social, emotional, physical and cognitive needs of young children. Additional responsibilities include routine supervision of children, directing small group work, attendance /clerical work and classroom material preparation.

Required Qualifications:

- Bilingual, English and Spanish
- University level course work in child development, education and/or psychology.
- Previous work with young children.

Duties and Responsibilities:

- Assists teacher in helping students to understand and develop their PYP learner profile and attributes into significant learning experiences
- Supervise children in routine activities such as recess, art, technology, library, the Kitchen Program as well as car and bus dismissal duties
- Conduct tasks of taking attendance, ensuring the readiness of the learning environment and small group activities.
- Prepare classroom materials for daily use.
- Plan and put up bulletin boards displaying children's work.
- Reinforce school policy, limit setting, safety rules and procedures,
- Assist children in personal hygiene skills, cares for minor injuries.
- Help to clean up after lunch and classroom activities.
- Support extra curricular activities and attend school-related events.
- Assist children in achieving maximum independence while being aware of their emotional needs.
- Participate in faculty and staff meetings, community building activities, in-service days and planning processes when possible
- Defer parent inquiries at all times to the classroom teacher and maintain the confidentiality of students and families at all times.
- Ensure completion of administrative duties
- Assume the role of the classroom teacher in his/her absence
- Activities mentioned in this job description are not limited to the above, and the employee may be required to perform other related activities as assigned that will contribute to the success of their Area/Division



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Educating global citizens for a changing world

Supervises: No one.

Reports to and is evaluated by: ECC Teacher

Shall be evaluated annually according to procedures established by school policy.

Application Procedure: Interested and qualified candidates must submit a (1) resume, (2) cover letter that includes personal philosophy and (3) an employment application form from website: (<http://solutions.asf.edu.mx/application/>) 4) Copy of degree / transcripts. Please submit all information electronically as a single PDF file.

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