

# COMPASS ACADEMY CHARTER SCHOOL

## **Job Description: Teacher Assistant**

### **Job Goal:**

To promote the achievement of Compass Academy Charter School students' educational goals and learning objectives by providing supplemental services that assists the classroom teacher.

### **Qualifications:**

- Meets requirements for Substitute Teacher License.
- Demonstrated experience working with young children
- Demonstrated ability to communicate and work effectively with staff and parents
- Demonstrated communication skills
- Demonstrated ability to engage the interest of young people
- Demonstrated ability to exhibit flexibility and sense of humor
- Demonstrates an interest in continuing his/her education
- Demonstrated ability to work with a diverse population
- Demonstrated philosophical alignment with and commitment to the Compass Academy Charter School
- Required criminal history background check and proof of US citizenship

### **Performance Responsibilities:**

- Work collaboratively with teachers
- Work with small groups of students as needed
- Provide individual students with academic and behavioral support as needed
- Contribute to an inviting, exciting and innovative, learning environment
- Use materials effectively and assists in keeping lessons focused on objective
- Communicate with parents as directed by the teacher
- Temporarily substitute for the classroom for the teacher if the teacher has business outside of the classroom
- Plan, develop, and implement a personal professional development plan with the teacher and Facilitator of Student Learning and Professional Development
- Demonstrated ability to work with a diverse population
- Demonstrated philosophical alignment with and commitment to the Compass Academy Charter School
- Other duties as assigned by the Principal

### **Reports to:**

Teacher and Building Principal

### **Terms of Employment:**

Work year and salary to be determined by the Board of Trustees

### **Evaluation:**

Performance will be evaluated annually by the Principal in accordance with the state laws and Board Policy for evaluation of certified staff.