



CLASSROOM ASSISTANT

The Shlenker School seeks a full-time classroom assistant for the 2021-2022 school year. The classroom assistant will support teachers in primary grade classrooms. Experience working with primary grade children is preferred.

Please submit a resume and three (3) professional references via email to Donné Breston, Elementary Administrative Assistant, at dbreston@shlenker.org

The Shlenker School Teacher Assistant position

Job Purpose: A Teacher Assistant provides support to a lead teacher in charge of a classroom and reinforces lessons by tutoring individual students or small groups. A Teacher Assistant does any task assigned to them by the Elementary Division Head.

Key Responsibilities:

- Work with the lead teacher to monitor the class schedule.
- Assist teachers with lesson preparation by getting materials ready and setting up equipment.
- Revise lesson material with students individually or in small groups.
- Ensure the classroom environment is safe and clean.
- Oversee students during non-classroom times including in-between classes, during lunch, and on field excursions.
- Collaborate with lead teachers to recognize issues students are facing and recommend solutions.
- Help lead teachers to create lesson plans.
- Comply with state, school, and class rules and regulations.
- Attend all training classes, parent conferences, and faculty meetings.

Knowledge, Skills and Requirements:

- High school diploma or equivalent qualification.
- Bachelor's degree in Education or relevant field is preferred.
- A minimum of 2 years' experience as a teaching assistant or similar role.
- Solid understanding of classroom activities and teaching best practices.
- Must have a compassionate and positive attitude.
- Excellent written and verbal communication skills.
- Outstanding interpersonal and presentation abilities.
- Must enjoy working with children and be devoted to building a nurturing and safe learning environment.