



A PRIVATE SCHOOL FOR GIRLS K-8

## **Position Description:** **Teaching Assistant/After Care Monitor**

**Position Title:** Teaching Assistant/After Care Monitor

**Reports to:** Head of School

**Exempt/Non-exempt:** Non-Exempt

**Schedule:** 10-Month Employee

### **THE SCHOOL:**

The Girls' School of Austin is a private K-8 school of 150 students in the historic Tarrytown district of Austin. The GSA brings together a diverse student body with a strong emphasis on creativity, community building, collaboration, and problem solving. Classes in Spanish and the visual and performing arts enrich the strong academic program. Significant use is made of the artistic and natural resources in Austin and the surrounding area.

### **JOB SUMMARY**

The teaching assistant supports student learning by providing help inside and outside of the classroom under the guidance of teachers and the student support team. The additional support will be provided on an individual and small group basis. After school, the assistant will monitor and supervise students until their parent(s) arrive.

### **JOB RESPONSIBILITIES**

The primary responsibility of the teaching assistant is to closely collaborate with the lower school teachers and the Student Support Coordinator to ensure effective student support across multiple grade levels. In addition, this person serves as the monitor for after care, which means supervising students who stay after school until their parents arrive to sign them out.

In addition, the teaching assistant will:

- Support classroom teachers and specialist instructors with daily classroom instruction and lead individual instruction and discussion, if needed;
- Provide push-in, whole class support or individual support for kindergarten

- through eighth grades, with teacher direction.
- Facilitate classroom accommodations for qualified students;
  - Able to manage effectively groups of students during lunch, recess, field trips, and after school care;
  - Assist with the preparation of teaching materials;
  - Foster student social/emotional development;
  - Participate in grade level and division meetings and perform other duties as assigned, including regular assigned Community Duties;

As the after care monitor, this person will:

- Check students into after care.
- Supervise homework, play, and activities to ensure student safety and wellness.
- Order and distribute after school snacks.
- Record times and validate who is picking students up.
- Administer basic first aid.

### **QUALIFICATIONS:**

#### Education

- Must be 18 years old or older.
- Bachelor's Degree required

#### Preferred Experience

- Experience working with young people, elementary ages
- Prior experience working in a school setting
- Bachelor's Degree within the field of education
- Familiarity with Social Emotional Learning (SEL)

#### Knowledge, Skills, and Abilities

The ideal candidates will be at the start of their teaching career and have a desire to support, work collaboratively with, and be mentored by experienced educators. In addition, they will also possess:

- Appreciation and respect for young people as learners and people, through challenging and joyful moments alike;
- Outstanding interpersonal skills, including the ability to communicate and collaborate effectively with people from diverse lived experiences and identities;
- Dedication to an exceptional level of confidentiality;
- Solid capability in both written and oral communication in English;
- Strong organizational skills while still exhibiting a high degree of flexibility;
- Technological proficiency;
- Passion about the mission and vision of the school;
- A warm personality with a good sense of humor and considerable patience.

We encourage applications from people of color, LGBTQ+ candidates, or candidates from communities that are historically underrepresented in independent schools.

### **SUPERVISION EXERCISED**

None

### **SUPERVISION RECEIVED**

- Reports to the Head of School.
- Work is also guided by the Student Support Coordinator
- Also frequently responds to requests from faculty.

### **PHYSICAL DEMANDS**

The ideal candidate must be able to complete all the physical requirements of the job with or without reasonable accommodation. Work is generally performed in a standard school classroom environment.

- Work full-time in person and maintain regular and predictable attendance
- Ability to move throughout the campus during all weather conditions
- Ability to lift as much as 30 pounds

### **HOW TO APPLY**

Please submit a resume and cover letter to [jobs@thegirlsschool.org](mailto:jobs@thegirlsschool.org)

Cover letters may be addressed to:

Ms. Rebecca E. Yacono

Head of School