

Position Title: Teacher Aide or Resident Teacher

Reports to: Chief Academic Officer (CAO)

Days/Hours: School Year Employee, M-F, 7:30am

Department: Faculty

Location: Trinity Environmental Academy

FLSA: Exempt

Mission Statement

The mission of Trinity Environmental Academy (TriEA) is to provide an innovative community-based environmental education to engage and empower scholars to become tomorrow's global change agents using the local community surroundings as the context for instruction, learning, and service.

Summary

Under the direction of the CAO, a teacher's aide or resident teacher's job is to assist a teacher and reinforce the instruction taught in the classroom to students. This can include going over lessons with students individually, answering questions or grading assignments. A teacher's aide may be asked to supervise the students outside of the classroom during play, during bathroom breaks, at lunch time and on field trips. When class is not in session, a teacher's aide will assist by entering grades, typing up class summaries for parents, or assisting the teacher in preparation for upcoming lessons. Under the teacher's guidance, the aide or resident may also teach some lessons in preparation for their own classroom in the future.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assisting in the implementation of the daily instructional program under the direction of the teacher.
- Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
- Present subject matter under the guidance of teachers, using lectures, discussions, or supervised role-playing methods.
- Attending all staff meetings and recommended training programs and conferences.
- Supervising scholars in outside play activities as well as outdoor learning ventures.
- Tutor and assist children individually or in small groups in order to help them master concepts.
- Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
- Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices.
- Observe students' performance, and record relevant data to assess progress.
- Prepare lesson outlines and plans in assigned subject areas, employing appropriate instructional strategies and protocols in order to ensure academic growth for all students.
- Create a safe, respectful learning environment for students and actively engage them in the learning process.
- Promote a college-going atmosphere in the classroom and demonstrate high expectations for students.
- Demonstrate behavior that is professional, ethical, continuous learner, responsible, and environmentally focused.
- Write grant proposals to get the necessary tools, equipment, supplies needed to carry out the job of a teacher in their field.
- Other duties and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES

A teacher aide or resident teacher does not have any supervisory responsibilities.

QUALIFICATIONS

No certifications required unless specifically related to the position/grade level.

EDUCATION AND/OR EXPERIENCE

For a teacher aide, a high school diploma as a minimum, some college and working towards a Bachelor's degree preferred. For a resident teacher, a bachelor's degree is required, an exception would be if the degree is an education degree that is within 1 year of completion. No teaching experience required, but at least 1 year of classroom experience preferred.

LANGUAGE SKILLS

Ability to read, analyze, and apply common sense and understanding to carry out instructions in written or oral form. Ability to set priorities. Ability to communicate effectively in oral and written form with all levels of personnel, students, and parents.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

COMPUTER SKILLS

To perform this job successfully, an individual should be competent in Microsoft Office applications and other classroom software. Ability to use basic office and classroom equipment. Ability to learn and use other software and technology teaching tools as necessary to improve student learning and provide immediate feedback on content mastery.

OTHER QUALIFICATIONS

Criminal records check, pre-hire and annually thereafter, if applicable. Must be eligible to work in the United States and provide work authorization.

PHYSICAL AND MENTAL DEMANDS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit and use the wrists, hands and/or fingers. The employee is occasionally required to stand; walk; climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus. The employee must be able to endure extended periods of time in and outside the classroom with groups/teams of scholars, maintaining control and ensuring their safety. Employee must be comfortable in the outdoors, using nature and the local environment as a teaching lens.

SAFETY DUTIES AND RESPONSIBILITIES

Every employee of the School has an obligation to know our safety rules and procedures; to teach what they know to others; to recognize unsafe actions and situations; to warn others of unsafe situations; to react to emergency situations and to report hazardous or unsafe practices to those in a position to correct them.

WORK ENVIRONMENT

The work environment is representative of those an employee encounters while performing the essential functions of this job. The environment requires close proximity to other employees, frequent interruptions, extended periods of time viewing a computer screen, and noise levels from low to high. There may be activity from other employees and/or scholars of a distracting nature that cannot compromise an employee’s ability to do their own job. Must be able to prepare self and others to withstand extended periods in the elements when using the outdoors as a classroom.

MODIFICATION OF DUTIES AND ESSENTIAL FUNCTIONS

Trinity Environmental Academy retains the right to change and/or modify the duties and essential functions of this position at any time. This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee.

This job description has been reviewed with me and I fully understand the requirements. I am able to perform the essential functions of this job as described in this document.

Employee's Signature: _____ Date: _____

Supervisor/Witness: _____ Date: _____