
Brentwood School District

Vacancy Announcement



2221 High School Drive
Brentwood, Missouri 63144
P: (314) 962-4507 F: (314) 962-7302

Teacher Assistant Brentwood Early Childhood Center

Brentwood School District is a highly rated public education system located in the heart of St. Louis County which includes the City of Brentwood and portions of surrounding areas. The district covers just over two square miles, encompassing suburban neighborhoods, major retail areas, and businesses. Just minutes away from the County seat, major universities, parks, and other community resources, Brentwood offers small community charm with big city resources and attractions.

As the “Home of the Eagles,” Brentwood School District offers high-quality programs, resources, and opportunities to adapt to the ever-changing needs of students and families. The district’s five schools collectively enroll more than 800 students who compete nationally with their peers in academics, athletics, and extracurricular activities.

Description

JOB/POSITION SUMMARY: *Assists certified staff in maintaining appropriate classroom activities and environments in order that students may learn effectively and provides instructional, social, and emotional support for students enrolled in the early childhood program based on their individual needs.*

REPORTS TO: Director of Early Childhood Center

Qualifications

EDUCATION AND/OR EXPERIENCE:

- 60 college credit hours or completion of DESE’s 20 hour substitute certification course required
- Working on or conferred bachelor's degree in education preferred
- Early childhood experience preferred
- Experience working with a diverse population of children preferred

CERTIFICATES/LICENSES:

- Missouri teaching certificate in any subject area or a MO Substitute Certificate required

Terms of Employment

JOB CLASSIFICATION:	Classified
SHIFT TYPE:	Full-Time (40 hours/weekly)
SCHEDULE:	195 day contract based on the district academic calendar, Mon-Friday 8am-4:30pm
SALARY:	Hourly Rate ranging from \$15.00-\$25.08 - depending on experience and certification
BENEFITS ELIGIBILITY:	Yes
	<ul style="list-style-type: none">• Brentwood School District offers its eligible employees a comprehensive benefits package that includes medical, dental, vision, basic life, accident, voluntary life, voluntary long-term disability, Flexible Spending Accounts, Employee Assistance Program, and retirement plans.• Base plans for employee medical, dental, vision, and life insurance are available at NO cost to the employee.

- Additionally, the children of nonresident teachers and eligible employees may enroll in the district without paying tuition when the resident district is not otherwise liable for tuition.
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ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides classroom instruction to students as designated by the classroom teacher
- Supports a classroom that is conducive to learning and appropriate to the maturity and interests of students
- Maintains a safe and orderly environment and reasonable rules of conduct that encourage self-discipline and responsibility
- Maintains established routine of the school and classroom procedures, in which assigned
- Supervises students in all areas of the school grounds and off-school grounds when involved in school activities
- Monitors tasks in both large and small group interactions
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Completes other duties as assigned

Knowledge/Skills/Abilities Required

The requirements described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMUNICATION SKILLS:

- Ability to read, analyze, and interpret technical procedures, handbooks, and policy books.
- Ability to write general correspondence using correct grammar
- Ability, both orally and in writing, to present information effectively and respond appropriately to questions and concerns from individuals, administrators, parents, and students

MATHEMATICAL SKILLS:

- Ability to work with basic mathematical concepts

REASONING ABILITY:

- Ability to define and solve problems, collect and analyze data, establish facts, and draw valid conclusions.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form and to understand abstract and concrete concepts
- Ability to use available information and develop realistic long-term and short-term plans for curricular goals

TECHNICAL SKILLS:

- Ability to utilize multiple computer programming systems (Google Suite, email, Canvas, Student/Staff Information Systems, etc.)
- Proficient with Excel/Google Sheets, Microsoft Word/Docs, and Microsoft Powerpoint/Google Slides
- Use of basic office equipment - copier, fax, phone system, security system, intercoms

OTHER SKILLS AND ABILITIES:

- Ability to perform duties with awareness of district requirements
- Ability to balance multiple tasks, while prioritizing to meet deadlines

PHYSICAL REQUIREMENTS:

- The employee must speak, talk, see, hear, and sit for long periods of time on a regular basis

- The employee is occasionally required to climb, stoop, kneel, crouch, or crawl
- The employee must occasionally lift and/or move up to 50 pounds
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print
- The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

ENVIRONMENTAL CONDITIONS:

- The noise level will vary depending on the daily activity. The classroom/library setting is typically quiet, but with occasional presence in the cafeteria and/or school assemblies, the noise level is moderate to very loud
- The employee must have the ability to work in unpredictable circumstances, with frequent engagement with various stakeholders
- The work environment includes inside and outside areas depending on the needs of the building

If interested in applying for this position, complete an online application at
<https://www.applitrack.com/Brentwood/onlineapp/>

All Candidates must attach the following documents to your application: Letter of interest, resume, certification (if applicable), and the contact information for at least 3 references (including current or most recent supervisor)

EOE. Brentwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs and activities. If you have special needs addressed by the Americans with Disabilities Act (ADA) or for assistance with any phase of the application process, please contact the Office of Human Resources at (314) 962-4507 x. 6016 or RelayMO711 or 1-800-735-2966.