

Kalamazoo Public Schools

Every child. Every opportunity. Every time.

July 15, 2021

Hourly Teacher Assistant
Northglade Montessori Magnet School
\$12.00 per hour
Monday – Friday, 8:30 a.m. – 4:00 p.m.

Scope of Responsibilities

The teacher assistant works under the direction of the classroom teacher to help support the Montessori teaching method and maintain a harmonious classroom culture. The teacher assistant helps the classroom teacher prepare activities and lessons for the academic and social development of the students. The teacher assistant also helps monitor students while the teacher is providing small group instruction.

Essential Duties and Responsibilities

1. Assist the classroom teacher with preparing activities and lessons.
2. Support the classroom teacher and the Montessori teaching method.
3. Prepare and maintain the physical environment of the classroom for lessons.
4. Ensure that teaching materials are ready for use.
5. Assist students who need help in completing tasks including taking notes if experiencing difficulty in keeping up with the pace of the class.
6. Assist students in their reading assignments by reading out loud and listening to students read. Provide techniques that will help them improve their reading.
7. Observe the behaviors of students and address with grace and courtesy if necessary.
8. Monitor and ensure all students are involved in group and independent activities.
9. Assist students to make creative displays and help to display around the classroom.
10. Assist the teacher to assess the work and provide feedback to the students. Keep classroom records and notes about the progress of the students.
11. Provide general encouragement to all students in the classroom.
12. Participate in staff meetings, professional development, and planning learning committees as needed.
13. Assist in the development of independence in students.
14. Perform other duties as assigned by the classroom teacher.

Minimum Qualifications:

1. Must have a high school diploma or equivalency and at least one of the following Every Student Succeeds Act (ESSA) qualification:
 - a. two years of study (60 credit hours) at an institution of higher learning.
 - b. an associate degree or higher.
 - c. passing scores in math, reading, and writing on the ACT Work Keys Assessment prior to June 1, 2017, or the Basic Skills Test of the Michigan Teacher Test for Certification; or
 - d. passing score of at least 460 on the ETS (Education Testing Service) Paraprofessional Assessment.
2. Ability to develop a rapport with students.
3. Ability to be patient and caring.
4. May participate in Montessori training as necessary.
5. Good attendance and work record.

Please apply online at www.kalamazoopublicschools.com no later than
Friday, July 23, 2021.

Kalamazoo Public Schools is an Equal Opportunity Employer