



Teaching Assistant

Charles Armstrong School unlocks the unique potential of students with dyslexia and related learning differences, changing the trajectory of their lives.

Position Overview

The Teaching Assistant works in collaboration with the classroom teaching team and provides both direct and indirect services to the students in the classroom. The Teaching Assistant is able to take over for the classroom teaching team when necessary.

Primary Responsibilities:

- Assist in creating a safe and supporting learning environment where children can develop their full potential and experience growth
- Supervise students in and out of classroom activities during the school day
- Collaborate with the classroom teacher to plan and implement lesson plans related to the curriculum
- Create and or produce classroom materials based on curriculum needs (coloring, laminating, copying, ordering, etc.)
- Assist team with documenting individual student progress by giving feedback (written, verbal) to team members (correct papers/quizzes/tests)
- Provide support to classroom team by teaching individual and small groups and providing direct instruction under direction from classroom team members (if a team member is absent, act in their place if necessary)
- Provide support to art, music and movement teacher to help with classroom management during lesson, as needed
- Help develop and implement classroom positive behavior protocol and/or academic plans for classroom and/or individual students. Assist with classroom management techniques and strategies
- Read files on particular students and keeps up to date with any new information (parent conferences, report cards)
- Differentiate the curriculum for individual students, including coordinating with the classroom team to reinforce and integrate strategies into the classroom throughout all academic subjects
- Check in with students in the beginning and the end of the day to help them with organization
- Communicate and meet with classroom teachers on a regular basis
- Coordinate and plan curriculum based field trip for each classroom team you are assigned
- Actively participate in class activities, circle time and field trips
- Assist with before and during school duties
- Administer academic screenings/assessments as needed
- Communicate/meet with the Director of Lower and/or Middle School on a regular basis
- Communicate/meet with the Director of Curriculum and Professional Development as needed
- Attend GLM's as needed
- Consult with teachers, parents, administration and outside professionals regarding individualized needs of students for classroom and home interventions
- Engage in ongoing professional development to stay current in the learning specialist field and educational methodologies

- Other duties as assigned

**Education, Certifications, and Work Related Experience:
Required**

- Bachelor degree required
- Special Education certification preferred
- Minimum of two years teaching experience at the elementary and middle school level working with children with language based learning differences
- Knowledge of multi-sensory teaching techniques
- Training in a variety of reading programs, i.e. Wilson, Just Words
- Knowledge of a variety of methods of teaching math
- Knowledge of various assessment measures (standardized and non-standardized) and ability interpret data to evaluate progress

Additional Skills:

- Demonstrate the ability to work with children of all ages who learn differently
- Excellent teaching skills
- Excellent written and verbal communication skills
- Ability to work on a team
- Ability to partner with parents
- Knowledge of relevant technology
- Ability to follow directions
- Ability to multi task
- Ability to be flexible to take on new tasks as needed
- Demonstrates enthusiasm, creativity and commitment to teaching children with learning differences

Charles Armstrong School offers:

- Competitive salaries commensurate with experience
- Attractive medical, dental and vision package, 403b plan
- Tuition reimbursement
- Team-teaching model
- Instructional coaches
- Professional development program
- Collaborative teaching environment with seasoned professionals

Direct resumes and cover letter to Jessica R Miller
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Charles Armstrong School is the premier school for children with dyslexia and learning differences in the San Francisco Bay Area with a national reputation for excellence. Charles Armstrong School is a non-profit, independent, coeducational day school of approximately 240 students in grades 2-8. Charles Armstrong School is an Equal Opportunity Employer.

