

Teaching Assistant

Mountain Discovery Charter School, a public charter school serving students in Kindergarten through 8th grade, is currently accepting applications for an Elementary Teaching Assistant. The school is located in Bryson City, North Carolina.

The MDCS Vision and Mission Statements:

Vision

All students are actively engaged in learning that has value and consequence beyond the classroom.

Mission

To inspire students to enjoy and lead their own learning

Teaching assistants work in partnership with, and at the direction of, the lead grade level/subject area teachers. TAs are co-teachers. They help to implement the curriculum, provide supervision, and maintain the classroom. Each co-teaching team works out their own system for accomplishing these ends in accordance with the official teaching assistant job description.

Essential Duties, Responsibilities and Expectations

Community

- Being proactive in learning school mission and core beliefs, learning student names, their classroom teachers and their family connections.
- Staying current on school-wide information through Trailblazer Happenings postings and weekly communications.
- Attending regularly scheduled faculty, division, and weekly section meetings and taking minutes as requested.
- Reading about topics relevant to education as they are shared with you.
- Engaging in on-going self-assessment.
- Setting and working toward personal professional goals.

Classroom

- Communicating regularly with the lead teacher concerning student goals and progress and planning together so the TA understands how to best use his/her skills.
- Implementing instructional strategies in ways that support the lead teacher and are in alignment with the school's philosophy.

- Accompanying groups, classes or individuals when traveling outside the classroom (field trips, class changes, office visits, etc.).
- Informing the appropriate teacher or administrator in a timely fashion in the event of concerns about a student.
- Working with students in small groups, individually, or as a whole class.
- Substituting, as assigned by the Director
- Assisting with administrative tasks such as copying and mounting displays.
- Providing assistance to teachers before the school year begins and after the school year ends, according to the orientation and professional development schedule published by the Director
- Preparing materials for projects and/or instructional sessions as determined by supervising teacher.
- Maintaining supplies in classroom and assist in the ordering process.
- Preparing written notes, making copies and assembling correspondence to send home with students.

Campus

- Serving as a regular recess monitor, implementing recess rules and discipline, leading group recess activities, and reporting notable student behaviors.
- Attending and participating in required school events, training sessions, and meetings as designated by the administration.
- Monitoring student arrival and departure procedures and traffic flow.
- Maintaining appropriate standards for student behavior and discipline.
- Adhering to guidelines, procedures, and policies in the Personnel Handbook.
- Other duties as assigned.

Minimum Qualifications

1. Education Required

- Minimum bachelor's degree or equivalent experience.
- Possess and maintain Red Cross first-aid certification.

2. Required Experience

- Must demonstrate creative problem-solving skills, understand and demonstrate good customer service skills and written and oral communication skills.

3. Desired Experience

- Familiar with elementary and/or middle school curricula.
- Bus Driver's License

4. Communication and Contact

- Communicate effectively and professionally, both verbally and in writing.
- Communicate positively and effectively with students.
- Maintain confidentiality
- Work in a positive manner with children.
- Work effectively as a team member across organizational lines, including students, supervisors, colleagues, teachers, parents and the community.
- Exhibit a professional manner in dealing with others and works to maintain constructive working relationships.

5. Attendance and Dependability

- Can be depended on to report to work at the scheduled times.
- Can complete work in a timely, accurate and thorough manner and is conscientious about assignments and deadlines.

Equipment Used

1. Office Equipment

- Working knowledge of Google Drive, MS Office, Internet and email.
- Familiar with copiers, printers, digital cameras and scanners.

Mental & Physical Demands

1. Mental Effort

- Maintain creative and positive attitude within the classroom and school community.

2. Physical Requirements

- Must be able to lift 35 pounds.
- Ability to stand for long periods of time.