

WESLEYAN SCHOOL

Lower School Teaching Assistant

The ideal lower school teaching assistant candidate will be an energetic team player who loves children and is enthusiastic about fostering the Wesleyan mission to be a Christian school of academic excellence.

RESPONSIBILITIES

Daily Duties

- Morning Carpool (7:30-8:00 a.m.)
 - Outside- greet the children, assist them from their cars, and make sure they reach the front porch safely.
 - Inside- supervise the children in the hallway and/or holding area or classroom until 8:00 a.m.
- Lunch Duty
 - TA supervises the children in the lunchroom and assists them when necessary.
 - TA places numbers on tables, makes sure children are eating, monitors behavior/maintains discipline, encourages them to make healthy food choices, and assists children with cleaning the tables.

Classroom Duties

- Escorts students to and from specials, recess, lunch, chapel, and special events.
- Prepares monthly calendars and Christian Life theme posters for the classroom.
- Decorates bulletin boards in the classroom and hall.
- Makes necessary copies and laminates items as needed.
- Prepares memos, reminders, and notices to go home.
- Files papers and prepares folders to go home.
- Checks homework and classwork for completion.
- Supervises and assists teacher-planned activities in the classroom.
- Works with individual and small groups of children as directed by teacher.
- Completes duties and tasks as designated by the lead teacher during the school day.

- Communicates with facilities regarding various events, room reservations, and maintenance needs.
- Participates in weekly grade level planning meetings to understand upcoming events and projects and required TA support.
- Substitute Responsibilities
 - Assistants are expected to cover the class when lead teachers are involved with professional development and/or meetings or need to step out of the classroom briefly.
 - TAs receive “sub pay” if they are covering in the classroom for a full subject period, half day, or full day.
- Play Performance Responsibilities
 - Works with the teachers to organize meetings and schedules prior to the start of the play.
 - Assists in the rehearsals by taking children to rehearsal, monitoring the children during practices, and assisting in lighting, sound systems, etc.
 - During the play, TAs help where needed, cuing the children, and keeping the “actors” quiet.
- Pre-Planning Responsibilities
 - Assists teacher in preparing the classroom, including bulletin boards, doors, closets, hallways, etc.
 - Makes labels for all supplies, books, and booklets with students’ names.
 - Attends required meetings.

QUALIFICATIONS

- Strong grounding in the Christian faith.
- Bachelor’s degree or higher.
- Classroom experience preferred.
- An enthusiastic, energetic, and service-oriented person who loves working with children.
- Self-motivated, organized, and always willing to help others.
- Strong interpersonal and communication skills.
- Preferred: Familiarity with the lower school program and a willingness to learn and abide by the Wesleyan Way.
- Computer Skills- a working knowledge of Microsoft Office, Blackbaud (grading and attendance software), SeeSaw, and other iPad applications is helpful.

The job duties and responsibilities outlined are not exhaustive and may be subject to change.