

Coastal Empire Montessori Community Organization

Special Education Teaching Assistant



The Teaching Assistant, under the supervision of the Special Education Lead Teacher, the Head of Montessori Curriculum and Instruction and the Executive Director, is expected to support the maintenance of a high-quality Montessori / standards-aligned educational environment. The roles and responsibilities of the position include, but are not limited to, the following:

Roles and Responsibilities

- Observe, guide, assist, and supervise students in all school environments (e.g., classroom, playground, campus) throughout the school day;
- Contribute to creating a classroom environment conducive to learning and appropriate for the physical, social and emotional development of primary and elementary students;
- Guide and support students in developing academic, moral, emotional, and social strengths by observing, documenting and analyzing their progress;
- Assist students toward self-directed learning and "normalization";
- Manage student behavior in accordance with Montessori principles, the *CEMCO Family Handbook* and school policies;
- Continuously take responsibility for the safety and physical well-being of all students in your charge;
- Follow the classroom schedule and procedures established by the General Education and Special Education Lead Teachers;
- Maintain open and regular communication with the General Education Lead Teacher(s), Special Education Lead Teacher(s), and other colleagues;
- Assist the Special Education Lead Teacher(s) in conducting ongoing assessment of student achievement through formal and informal testing, observation, and systematic record-keeping;
- Support General Education Lead Teachers to conduct assessments of student learning styles and use results to plan instructional activities, prepare lessons and utilize materials that reflect accommodations for differences in same;
- Maintain current ongoing records (e.g., record-keeping forms, communication logs, concern and conference summary forms, observation notes) on special education students and have same available for school's review upon request;
- Be responsible for the safety and physical well-being of all students in your charge at all times;
- Demonstrate punctuality and reliability regarding all duties, including those outside of the classroom (e.g., car line duty);
- Demonstrate respect, grace and courtesy for all students and adults;
- Regularly attend staff meetings;
- Be in attendance at parent meetings and/or communicate with parents as requested by the Lead Teacher(s), Special Education Teacher(s), Head of Montessori Curriculum and Instruction, or the Executive Director;
- Participate in the professional development goal-setting program as required by the school;
- Complete staff development activities to improve job-related skills;

- Serve as a member of at least one school-based committee;
- Report any and all accidents or incidents immediately and complete the written documentation procedure required by the school;
- Strictly adhere to all child abuse / mandated reporter requirements;
- Maintain the confidentiality of all student records according to the law and school policies;
- Remain informed of and comply with state, district and school regulations and policies for assistants / paraprofessionals, including the *CEMCO Employee Handbook*;
- Possess the physical capacity to work with children of primary or elementary age, including lifting up to 40 pounds, bending and working on the floor; and
- Fulfill other duties as determined by the Head of Montessori Curriculum and Instruction and the Executive Director.

Other Requirements

- Required: A minimum of an Associate's Degree in education or a related field;
- Strongly preferred: Montessori training or experience;
- Preferred: Georgia Paraprofessional Certification;
- Demonstrate the ability to relate joyfully to children;
- Maintain confidentiality of information regarding students, staff, parents, and school issues;
- Perform responsibilities in an ethical and professional manner;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative and effective working relationships with others; and
- Use tact, patience and courtesy.

Salary

- From Classified Salary Scale (Grade G5; Step per negotiation); 190/200-day calendar.