JOB DESCRIPTION

TITLE:  HIGH SCHOOL LEARNING SUPPORT TEACHING ASSISTANT

SALARY SCALE:  Teaching Assistant Salary Scale

CONTRACT DAYS:  Up to 191 days

POSITION SUMMARY:
The Learning Support Teaching Assistant provides assistance to classroom teachers and to the Learning Support Teacher, in support of student needs. The Learning Support Teaching Assistant will help in carrying out lessons, both individually and in small group settings, implement Individual Education Plans (IEP’s) and support teachers in providing instruction to students in the classroom. When appropriate, Learning Support TA’s attend team meetings and individual IEP meetings. In addition, the Learning Support Teaching Assistant will monitor and supervise students throughout the school.

SUPERVISED, EVALUATED BY & REPORTS TO:
Building Principal and Director of Student Support Services

QUALIFICATIONS & SKILLS:
► Minimum Bachelor’s Degree.
► A positive approach to working with children and the ability to motivate, inspire and build rapport.
► Excellent team working ability: collaborative, supportive and communicative.
► Good organizational skills.
► Work flexibly and adaptively to accommodate changes in needs and priorities.
► Ability to provide or support accommodations in classrooms that provide students with access to regular instruction without enabling students to over-rely upon adult assistance.
► Commitment to the confidential nature of student's personal and educational circumstances.
► High school experience preferred.

PERFORMANCE RESPONSIBILITIES:
Inside Classrooms
► Help in routine organizational tasks.
► Prepare materials as directed.
► Assist in setting up and facilitating of instructional activities.
► Support students with Individual Education Plans (IEP’s) as required.
► Encourage behavior management techniques aligned to the high school philosophy.
► Assist students in activities and projects in the classroom.
► Supervise and engage students during independent activities.
► Prepare materials to send home to parents.
► Attend Open House and/or Meetings, Conferences if requested and mutually agreed upon.
► Other duties as assigned

Outside Classrooms
► Supervise students as assigned, assist, when appropriate, in the supervision of all students in these areas.
Other duties as assigned.

SAS BELIEVES:
- That each employee makes a significant contribution to our success,
- That contribution should not be limited with the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.