

**Parker Performing Arts School
Academic Teaching Assistant
Job Description**

Summary:

All employees of Parker Performing Arts School will work together to achieve our school's vision and mission. In addition to the duties and responsibilities listed below, we seek an academic teaching assistant who can assist teachers in planning and providing individual and group instruction to students while monitoring and reporting student progress regarding behavior and performance.

Duties and Responsibilities:

- Supervise and monitor students assigned in the classroom during educational activities.
- Ensure safety of students under supervision.
- Effectively manage students under supervision including the enforcement of school rules and policies.
- Assist students with work and lessons, including those requiring remedial, or learning disability effort.
- Assist classroom teachers by providing individual and group instruction to students, including the preparation and presentation of lessons.
- Assist in the supervision and guidance of students in a variety of academic or non-academic settings including one-on-one or tutorial activities.
- Collect and organize program data; prepare data for required reports; maintain records and files.
- Service and maintain the confidence and cooperation of children.
- Maintain confidentiality of student and school information.
- Demonstrate an understanding, patient and receptive attitude toward students.
- Think and act quickly and calmly in emergencies.

Required Qualifications:

- 48 semester hours from an accredited college, an associate degree, or proof of successfully passing the Para-Professional PRAXIS exam.
- Some experience in the supervision of youth and providing instruction to individuals or groups, preferably in an educational setting;
- Effective communication, organizational, and delegation skills
- Strong written and verbal communication skills

Preferred Qualifications:

- Passion for the arts in education.
- Experience in charter schools
- Experience as a Teaching Assistant