

United Auburn Indian Community

Position: **Teacher Assistant - Elementary**

Summary

A Teacher Assistant works under the general supervision and guidance of the appropriate supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom or other learning environment; assist in the preparation of instructional materials.

Duties and Responsibilities

- Tutor individual or small groups of student, reinforcing instruction as directed by the teacher; oversee student drills, practices, remedial exercises and assignment in various subjects.
- Provide individual assistance to students as directed; explain errors answer questions; assist student with a variety of instructional activities.
- Assist in preparation of instructional materials, duplicating and distributing of materials.
- Assist with monitoring behavior of students in the classroom and during outdoor activities including emergency drill according to approved procedures; report progress regarding student performance and behavior as required.
- Assist students with building self-esteem by providing proper examples, emotional support, a friendly attitude and general guidance.
- Oversee groups of student during playground activities as assigned; assure safe outdoor play.
- Promote understanding of the school rules and the United Auburn Indian Community's culture and historic background.
- Prepares for and participates in staff meetings.
- Participates in continuing education appropriate for the job responsibilities and implements new skills and abilities.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Basic subjects taught in school, including mathematics, grammar, spelling, language and reading
- Basic child guidance principals and practices; basic instructional methods and techniques
- Correct English usage, grammar, spelling, punctuation, vocabulary, and handwriting

- Assist with instruction and related activities in a classroom or assigned learning environment
- Reinforce instruction to individual or small groups of students as directed by teacher
- Learn and apply appropriate methods, procedures and limitations in the assigned instructional environment
- Monitor, observe and report student behavior and progress according to approved policies and procedures
- Organize instructional materials; maintain a clean, safe and orderly classroom learning environment
- Interpersonal skills using tact, patience and courtesy
- Understand and follow oral and written communication
- Establish and maintain cooperative and effective working relationships with others
- Ability to work under pressure, to pay attention to detail, to concentrate and to follow directions
- Ability to maintain appropriate confidentiality in all matters pertaining to students, parents, staff and program

Minimum Qualifications

Educational:

- complete units in Early Childhood Education, Liberal Studies, , or related area

Experience:

- Two years of experience related to the position

Preferred or Desirable Qualifications

- Associate of Arts degree in Early Childhood Education, Liberal Studies, or related area.

Special Requirements:

Must maintain STRICT CONFIDENTIALITY of all UAIC information received in trust and confidence.

Please email all resumes to resume@auburnrancheria.com or fax resumes to: (530) 878-5445.

Must type *Teacher's Assistant - Elementary* in subject line to be considered