

# Breck School

## Job Description

**Title:** Lower School Teacher Assistant

**Reports to:** Lower School Division Director

**Effective Date:** July 1, 2019

**FLSA:** Non-exempt

**Hours:** M-F, 37.5 hours per week in the classroom, including supervision duties.

This includes workshop-days; it does not include all-school holidays/vacation breaks when the teaching faculty does not report.

Teacher Assistants also work a minimum of two shifts per week in the Extended Day program at additional compensation. Teacher assistant will also be scheduled for some shifts during winter and spring breaks for additional compensation.

Teacher Assistants are expected to participate in Lower School Back to School Night, Baccalaureate, Commencement.

### Background

The purpose of the Teacher Assistant position is to provide new graduates with an opportunity to expand their curriculum knowledge and instructional proficiencies toward their goal of becoming a classroom teacher. The Teacher Assistant position is designed as an apprenticeship experience; pairing the assistant with an experienced, mentor teacher. The Teacher Assistant position is a maximum three-year experience, including practice in two grade level assignments. Breck School reserves the right to make exceptions and extend the Teacher Assistant experience beyond the three-year period.

The primary role of the Teacher Assistant is to assist teachers in developing and implementing the instructional program as well as supporting a positive climate in the classroom and community.

### Essential Duties and Responsibilities

- Assist the classroom teacher by providing input in planning learning experiences, contributing materials for the classroom, supporting instruction, and maintaining a positive environment.
- Develop instructional skills through observations of classroom teaching, work with various groups of learners, response to constructive feedback, and self-reflection.
- Broaden curricular knowledge through reading/research, collegial conversation, and lesson implementation.
- Develop a collaborative relationship with the classroom teacher by demonstrating initiative, accepting responsibility, and maintaining honest, open communication.
- Support student learning by understanding developmental readiness, working effectively with small/large groups, and communicating clear and consistent expectations.
- Demonstrate positive interactions with students through modeling respectful behavior, building relationships, displaying enthusiasm for learning, and communicating effectively with students.
- Serve as a team member who supports and contributes ideas, demonstrates a willingness to learn, exhibits flexibility, and follows-through with responsibilities.



**Education and/or Experience**

- Bachelor's Degree (Elementary or Early Childhood Education, preferred)
- Experience working with young children

**To Apply**

Submit letter of interest, resume, and two letters of reference to [employment@breckschool.org](mailto:employment@breckschool.org).

