



Lower School Assistant Teacher Job Description

The Co-op School values and respects classroom teachers as the central person in the process of educating children. The most important part of the teacher's job is directly related to instruction of students; however, other responsibilities are also essential. The teacher's relationships with students, colleagues, and the community are of major importance.

Assistant Teachers share with the Head Teacher the task of maintaining and organizing materials and preparing for the week's lessons. Assistant Teachers also spend a great deal of time helping their students with class work and projects, as well as facilitating social interactions between students and assisting with personal hygiene needs of the students. All Assistants have opportunities to teach small and large group lessons alone or with the assistance of the Head Teacher. Assistants partake in the planning of curriculum for the week or the month and have the opportunity to plan and execute their own unit of study at some point during the year. While communicating with parents via email, telephone, or in person is usually the responsibility of the Head Teacher, they should also be included in family communication. Assistants participate in parent conferences and contribute to the writing of student reports. Assistant Teachers attend staff meetings, curriculum nights, teacher meetings, and planning after school one hour a week.

Reports to: Lower School Division Head

Assistant Teacher role includes:

Instructional Planning, Preparation, & Communication

- Working with the Division Head and Teachers to ensure The Co-op School's mission and values are upheld inside and outside the classroom
- Working with the Division Head and Teachers to ensure that The Co-op School is in compliance with all Department of Health and Department of Education safety and health regulations
- Working with the Division Head and Teachers to ensure that The Co-op School maintains a healthy and safe environment in which the children can learn, play, and grow
- Assisting in fostering an open forum of communication between the staff and Co-op families
- Working with the Administration and Teachers to ensure that all families and children are warmly greeted during drop off and pick up times
- Implementing an age appropriate curriculum that embodies social emotional learning, early literacy and early math skills, art, music, applied theatre, and movement
- Assisting Lead Teachers in prepping, implementing and planning lessons
- Updating displays of current projects around the classroom
- Working collaboratively with Lead teacher to provide student observations
- Documenting learning experiences and conversations among peers
- Supporting lead teacher student documentation process
- Working collaboratively with lead teacher to provide data for developmental progress reports and narratives
- Assisting in class and behavior management of class
- Teaching class if the lead teacher is absent and the Division Head is unable to find a substitute

Professional Growth

- Participating in all professional development provided to the staff within or outside of the school

- Meeting weekly (1 hour after school) with teaching team to plan, update documentation and maintain a clean learning environment
- Attending monthly staff meetings, open house, curriculum night, professional development, and parent teacher conferences (twice a year)
- Meeting with the Division Head to discuss lesson planning and provide classroom updates
- Exhibiting willingness to participate in the development and implementation of new ideas and teaching techniques
- Engaging in activities that promote professional growth
- Working with the Division Head and colleagues to grow, practice, asking questions and working through lesson planning collaboratively

Relationships with the School & Colleagues

The Co-op teachers are a part of the educational program in and about the building, including parent meetings, staff meetings, and teacher support. Teachers are expected to maintain a positive and supportive attitude in regards to the program. Teachers are also encouraged to establish and maintain harmonious and cooperative professional relationships with all staff members.

These roles include and are not limited to:

- Exhibiting cooperative attitude toward students, parents/guardians community, and school personnel
- Sharing ideas and techniques for improving instruction with one another and the ability to accept and offer constructive criticism
- Collaborating and implementing projects, either in teams or in study groups
- Following the prescribed process for communication within the school system, daily Edsby checks and posts
- Responding to any emails in a timely fashion (within 24 hours)
- Working on classroom projects and supporting school events by attending when possible (i.e. Gala, spirit days, Town Hall, Potluck, Book Fair, Open House, School Tours)

Relationships with Families

- Always speaking about the school and co-staff in a positive and professional manner
- Welcoming and connecting at morning drop off and pick up
- Fostering an open forum of communication between the staff and Co-op families

School Operations and Safe Environments

- Thoroughly cleaning and organizing classroom spaces
- Informing Administration if there is an health and safety concern
- Maintaining personal belongings in communal areas (i.e. kitchen, lounge, multipurpose room)