

Teacher Assistant

Teacher assistants support teaching staff to whom he/she is assigned to support by providing supplementary instructional help, preparing teaching materials and providing other assistance as needed.

The teacher assistant reports to the staff member assigned and under the general supervision of the Programs Manager. The teacher will assign specific assignments.

Classroom Responsibilities

- Work with individuals and small groups of students to reinforce the materials and/or spoken language skills introduced by the teacher.
- Guide independent study and remedial work designed and supervised by the teacher.
- Assist teachers with non-instructional classroom duties including, but not limited to, class displays, preparation of materials, cleaning materials, bulletin boards, notes to parents, etc.
- Supervise children before school, during recess, lunch, snack, assist children with toileting and diapering.
- Checking and troubleshooting hearing aids and cochlear implants when needed.
- Establish supportive relationships with students. Maintain a high level of confidentiality of information regarding students.
- Alert the Programs Manager and/or teacher to any problems with individual students or abuse of students by other staff members.
- Direct all parent questions and/or concerns to the lead teacher or a leadership team member.

School Responsibilities

- Supervise children before school, during recess, lunch, snack, assist children with toileting and diapering.
- Participate in and complete at least 18 hours of professional development hours annually.
- Maintain current knowledge of mission, goals and strategic plan.
- Keep abreast of Desert Voices' activities and properly utilize the resources available.
- Assure the proper use, management, security and upkeep of Desert Voices facilities, equipment and documents.
- Punctual and dependable.
- Support the fundraising efforts of the organization.
- Special projects assigned by leadership that could include, school organization of materials, teacher preparation, fundraising support, etc.
 - Enter attendance weekly in sheets for the whole school.
 - Enter new children into Child Pilot
- Other duties as assigned.

Benefits & Compensation

- 194-197 work days a year
 - Monday through Friday

Revised September 2021

- Full-time hours 8:00AM to 4:00PM
- Part-time hours 8:00AM to 1:00PM
- 9 Days paid sick leave, 2 of the 9 days may be used for personal reasons
- Flexible work schedule outside of direct classroom hours
- Life insurance benefit of \$15,000, premium is paid by Desert Voices, additional dependent coverage available at the expense of the employee
- Long Term Disability benefit, premium is paid by Desert Voices
- 401k Retirement Benefit, Desert Voices matches up to 3% of employee deductions and 100% vested immediately
- Health Benefits currently provided through United Healthcare, \$450 of employee premium is paid by Desert Voices
- Dental Benefits currently provided through Humana, 100% of cost paid by employee through payroll deduction
- Vision Benefits currently provided through Humana, 100% of cost paid by employee through payroll deduction
- Base Salary range \$24,000 to \$28,000 plus benefits