



## Teacher Assistant

Our teacher assistants are expected to support the listening and spoken language instruction that begins to define the child's educational goals and supports reaching their learning potential.

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

### Direct Classroom Support:

- 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.
- Checking and troubleshooting hearing aids and cochlear implants when needed.
- Establish supportive relationships with students.
- Behavior management support.

### Indirect Classroom Support:

- Perform pupil supervision duties for the preschool department as required by the school.
  - Before school, during recess, lunch, snack, assist children with toileting and diapering.
- Assist teachers with non-instructional classroom duties including, but not limited to, class displays, preparation of materials, collecting/returning materials, cleaning materials, bulletin boards, and notes to parents.
- Special projects may include
  - Organization of school materials
  - Maintain attendance documentation
  - Maintain required classroom documentation

### Organization:

- Maintain current knowledge of mission, values, goals and strategic plan.
- 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 and attend mandatory fundraising events.
- Alert the Programs Manager and/or teacher to any problems with individual students or abuse of students by other staff members.

- Participate in and complete at least 18 hours of professional development hours annually.
- Other duties as assigned.

#### Benefits & Compensation

- 194-197 work days a year
  - Monday through Friday
  - Full-time hours 8:00AM to 4:00PM
  - Part-time hours 8:00AM to 1:00PM
- Full-time Benefits
  - 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, \$482 of employee premium is paid by Desert Voices, remaining premium is paid by employee through pre-tax payroll deduction
  - Dental Benefits currently provided through Humana, 100% of cost paid by employee through pre-tax payroll deduction
  - Vision Benefits currently provided through Humana, 100% of cost paid by employee through pre-tax payroll deduction
- Part-time Benefits
  - 1 hour of paid sick leave for every 30 hours worked
  - Flexible work schedule outside of direct classroom hours
  - 401k Retirement Benefit, Desert Voices matches up to 3% of employee deductions and 100% vested immediately
- Pay rate - \$18 per hour