

Classroom Assistant (Grades TK-8)

FLSA Classification: non-exempt, hourly

Adda Clevenger School is an independent TK-8 school offering an accelerated academic curriculum plus a fully integrated performing arts program for San Francisco Bay Area school children. Our educational program is inspired by the child-centric experientialist philosophy of John Dewey. Our school day consists of a dual curriculum of arts and academics, and students from as early as TK move through subject matter with different teachers on a period rotation throughout the day.

Classroom Assistance:

Classroom assistants are tasked with assisting lead and specialist teachers as well as supervising students when lead teachers are teaching from remote locations. The regular school day is from 8:00am - 5:00pm and classes are scheduled throughout the entire day. Classroom assistants will be assigned to assist classes throughout the day as well as performing lunch, snack and hygiene supervision duties. There are 180 instructional days, with several 1-to-3 week breaks throughout the year.

Essential Functions:

- Discuss assigned duties with classroom teachers in order to coordinate instructional efforts
- Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations
- Tutor and assist children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers
- Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips
- Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage
- Organize and label materials, and display students' work in a manner appropriate for their eye levels and perceptual skills
- Organize and supervise games and other recreational activities to promote physical, mental, and social development
- Take class attendance, and maintain attendance records
- Laminate teaching materials to increase their durability under repeated use
- Requisition and stock teaching materials and supplies
- Type, file, and duplicate materials

Qualifications:

- High school diploma; Bachelor's degree preferred
- A minimum of one year's teaching assistant experience in an independent school environment
- Excellent verbal and written communications skills