

Westmount Charter School  
**Teaching and Learning Assistant – Elementary campus**  
**Full-time and/or Part-time, permanent position**

**Job Goal:**

Under the general supervision of the Principal and direct supervision of a teacher, responsible for assisting students with various special needs in order to ensure services are provided in an effective and efficient manner.

**Reporting Relationship:**

The Teaching and Learning Assistant reports directly to the Principal

**Growth Objectives:**

Objectives will be developed on an annual basis with the Principal and the Student Services Coordinator in consultation with the Teaching and Learning Assistant

**Major Areas of Responsibility:**

- Assist the Teacher/Student
- Meetings/Communication/Documentation
- Confidentiality
- Interaction/Teamwork
- Other Duties

**QUALIFICATIONS**

**Education and Experience:**

- A minimum of a High School Diploma and three (3) or more years of experience in related work which provides the required skills, knowledge and abilities.
- Satisfactory completion of a related one-year education assistant program, previous experience working with students with Asperger's and training in non-violent crisis intervention would be a definite asset.
- A valid Police Information Check.
- First Aid certification.
- Experience with the use of Microsoft Office applications.

**Demonstrated Skills and Competencies**

- Professional work ethic, must conduct duties with the highest integrity to protect all confidential matters.
- Demonstrate positive interpersonal skills and be a team player.
- Strong verbal and written communication skills.
- Ability to work effectively as a team member in cooperation with other school personnel, parents/guardians, therapists, Student Services Specialists and students.
- Demonstrate ability to establish trust and rapport with children
- Flexibility to undertake a variety of assignments
- Good organizational skills
- Understanding a variety of special needs, including giftedness

## **Tasks**

### **Assist the Teacher/Student:**

Assist the teacher(s) in implementing individualized or group programs to meet the varied specialized needs of each designated student, under the direct supervision of the teacher.

Facilitate and encourage the development of the student's self-esteem and independence through Individualized Program Plans.

### **Meetings/Communication/Documentation:**

Participate, when requested, as a team member in periodic meetings with the students, parents/guardians to review goals and develop revisions in the I.P.P.

Communicate day to day observations to the teacher.

Report observations to the parents, as required by the teacher, and copy the teacher on all such communication.

Direct all parent inquiries to the teacher(s)

Provide weekly submission of anecdotal and monthly behavior checklist to Student Services Specialists

Communicate safety concerns to the student's teacher or administrators.

### **Confidentiality:**

Respect confidentiality of student information. Discuss student matters only with purpose, relevant staff members and in a private educational setting.

### **Interaction/Teamwork:**

Maintain a patient, supportive and enthusiastic commitment to students and encourage students to develop and maintain positive interactions.

Maintain an effective professional working relationship by sharing observations with the teacher.

Work collaboratively, under the guidance and direction of the teacher.

Develop ideas, strategies and concepts with Student Services Specialists, as needed and share same with the student's assigned teacher(s).

### **Other Duties:**

Perform related duties as assigned.

### **Evaluation:**

Performance of this job will be evaluated by the Principal.