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## MELIA Academic TeachAssistant

Location Northwestern, Springfield Elementary School

Department: Education

Reports To MELIA Program Director

Full/Part Time: Part time temporary

Classification Staff

Closes: Open Until Filled

### SUMMARY

The Teacher Assistant provides support to the lead teacher(s) and tutors, helping to create a positive learning environment for students. The role involves assisting with instructional tasks, classroom management, and providing individualized support to students. The ideal candidate will have a passion for education, strong communication skills, and the ability to work collaboratively with teachers, staff, and students.

These positions are approximately **20** hours/week depending on program needs.

### DUTIES AND RESPONSIBILITIES

- Assist the teacher in providing individualized instruction to students based on their academic needs and learning goals.
- Assist the teacher in facilitating small group activities and interventions to support student learning and engagement.
- Assist the teacher in facilitating whole group instruction sessions focused on various academic subjects or enrichment activities.
- Maintain a positive and supportive learning environment conducive to student success.
- Collaborate with program staff and school personnel to ensure high quality program implementation
- Assist with administrative tasks, such as attendance tracking and student assessments.
- Assist with supervising students during snack time, outdoor play, and other program activities.
- Ensure the safety and well-being of all students.

