

## **Position Description: Part-Time Teaching Assistant**

The School: Founded in 1911, Columbus Academy is a PreK-12 coeducational college preparatory day school of 1,070 students located on a 231-acre campus ten miles from downtown Columbus, Ohio. Student programs are organized into three divisions: Lower School (PreKindergarten-Grade 4), Middle School (Grades 5-8) and Upper School (Grades 9-12). The school offers a rigorous academic program as part of its mission to educate the whole child – mind, body, and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of equity and inclusion, and to help each student reach his or her full potential.

The Position: Columbus Academy Part-Time Teaching Assistants (5 hours per day) with responsibilities to begin in August 2011.

Qualifications: Preferred candidates will possess the following qualifications:

- A bachelor's degree or higher in elementary education or a related field
- 2+ years experience as an early childhood/primary grade educator
- Knowledge of varied pedagogy and trends in instruction and curriculum design at the early-childhood/primary level
- Ability to teach a full range of early elementary school subjects and differentiate instruction.
- Professional orientation towards collaboration and innovation
- Willingness to take direction from "Lead" teacher related to all aspects of classroom management
- A reflective practitioner, committed to a continuous process of self-improvement and life-long learning
- Enthusiasm for teaching young children
- A positive sense of humor, self-confidence, and effective oral and written communication skills
- Ability to engage, motivate and develop student learning

Position Expectations: The individual selected to this position will be expected to carry out the following responsibilities:

- Assist in managing the essential classroom activities of approximately 17 students, including primary instructional responsibilities for Language Arts, Mathematics, and Social Studies
- Collaborate with colleagues, particularly team members, on curriculum design and development
- Contribute to periodic updates to parents related to student progress, via both written reports and in-person conferences
- Make use of technological resources necessary for curriculum integration and institutional communication
- Hold students accountable for the Academy's standards of behavior
- Work with others in the school community to support each student's emotional well-being

Physical Conditions: Candidates must be able to manage the following conditions:

- Classroom environment
- Mobility around school buildings and on different floors (handicap accessible)
- Repetitive motion (use of a computer keyboard)
- Periodic need to move light furniture, hang visuals in classroom, carry objects (no more than 40 pounds), etc.

Legal Requirements: All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

Columbus Academy believes strongly in the principles of diversity, equity and inclusion. We seek to identify and hire a greater number of faculty of color to serve as role models for all students. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socio-economic background.