



ANS Paraprofessional Job Description

Class level for position:

Teaching Assistant

Reports to:

Primary Principal

Qualifications for Paraprofessional:

Qualifications:

- Possess a minimum of a high school degree.
- Have at least one year of proven experience working in early childhood or primary education, child development, or a child-related field.
- Very strong English language skills and willingness to commit to using only English to promote a supportive English immersion model of language acquisition.
- Have an awareness of the unique needs of young children and have appropriate expectations of their abilities.
- Possess a strong work ethic, be punctual, and have minimal absences.

Required Expectations:

- Be an instructional agent to support teaching and learning
- Ensure the safety and well-being of each child by responding to their emotional, social, and physical needs as well as their educational needs.
- Utilize developmentally appropriate practice and best practice methods at all times.
- Be warm and nurturing with children, but respect standard child-protection guidelines to include not holding children on your lap, not being alone with children in restroom facilities, and modeling safe boundaries with children.
- Be a positive role model for all staff and children.
- Be an advocate for excellence in education and be professional in your dress, talk, and actions. Cell phones are not to be used while on duty.
- Adhere to guidance and feedback from coaches and administration.

Responsibilities and Duties:

- Be an advocate for the Community of Practice that defines what teaching and learning look like in our Primary School Program.
- Assist in planning high-quality instruction in the philosophy of the Primary School Community of Practice.



- Implement instructional plans, as designed by the classroom teacher, to support individual and small group instruction
- Be prepared to substitute for classroom teachers as needed
- Support instruction by preparing essential materials and organization of materials, and space
- Believe in and implement an effective and supportive English Immersion experience for your students to acquire high levels of English language skills under your instruction. Use best practices to support language fidelity and language acquisition.
- Utilize every possible moment to engage in conversation with children to show them that what they have to say is valued (arrival, mealtimes, outdoor choice time, etc.).
- Assist in supporting inquiry-based learning by helping to prepare engaging and rich environments that support the study topic and investigation questions.
- Appropriately supervise children while keeping them safe at all times
- Establish a professional level of rapport with each family to provide quality care and friendly service.
- Create and maintain an environment that is clean, organized, and safe for all children.
- Meet with the teacher each week to review responsibilities and study/prepare to be able to fulfill your roles and responsibilities in the classroom throughout the day.
- Maintain a professional self-image and project the values of the organization at all times.

Please know that these qualifications and expectations are meant to describe the position and do not include every detail of the position. However, the Paraprofessional must understand that our goal is to build an educational program of excellence. We all demonstrate a commitment to the Community of Practice of the Primary School.

As a Paraprofessional, I hereby commit to fulfilling the expectations, responsibilities, and duties.

Name

Signature/Date



