

Job Description for Teaching Assistants

The instructional assistant's job is to assist in teaching a diverse population of children in an atmosphere of kindness that encourages active inquiry, fosters individual growth and promotes respect for self, others and the world in which they live. In that all students learn the basic and essential skills at each grade level. Responsibilities include:

Instructional Process

- Works with the teacher in planning and implementing a program of instruction that adheres to the school's philosophy, goals and objectives as outlined in the adopted charter.
- Works with the teacher in making purposeful and appropriate lesson plans that provide for effective teaching strategies and maximize time on task.
- Works with the teacher in planning and implementing a program of study designed to meet individual needs of students.
- Works with the teacher in creating a classroom environment conducive to learning by employing a variety of appropriate teaching strategies.
- Works with the teacher in encouraging student enthusiasm for the learning process and the development of good study habits.
- Works with the teacher in providing progress through authentic observations.
- Uses effective oral and written expression
- Works with the teacher in recognizing learning problems and makes referrals as appropriate alongside the teacher.

Curriculum Development

- Keeps current in subject matter knowledge and learning theory and is willing to share this knowledge for continual improvement of the school's curriculum.
- Assists on the ongoing curriculum revision process, including inquiry based multi age education.

Classroom Management

- Works with the teacher in developing, in accordance with school guidelines, reasonable rules of classroom behavior and appropriate techniques that are consistently applied.
- Works with the teacher in taking necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Shares responsibility during the school day for the supervision of students in all areas of the school.
- Works with the teacher in providing for the supervision of assigned students when circumstances require a brief absence from the assignment.

Public Relations

- Upholds and enforces board policy, administrative procedures, and school rules and regulations, and is supportive of them to the public.
- Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.
- Strives to communicate the positive aspects of our school program to the public in word and deed.
- Works cooperatively with parents to strengthen the educational program for their children.
- Establishes and maintains cooperative relationships with other staff members.

Professional Growth

- Continues professional growth through attendance at workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
- Cooperates with the administration in planning appropriate in-service training programs at the school.
- Attends staff and committee meetings as required.

Student Evaluation

- Works with the teacher in evaluating accomplishments of students on a regular basis using multiple assessment methods such as kid-watching notes, as teacher and student made rubrics, samples of students' work, mastery skills check lists, criterion-referenced tests and norm-referenced tests.
- Works with the teacher in making appropriate adjustments in the instructional program and as required.
- Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.



Carolina School for Inquiry Teaching Assistant Application

Please submit this application along with all supporting materials to:
Carolina School for Inquiry
7405-A Fairfield Road – Columbia, South Carolina 29203

Office Use Only <input type="checkbox"/> Certified Out State <input type="checkbox"/> Needs SC Cert <input type="checkbox"/> 3 Ref <input type="checkbox"/> 2 Ref <input type="checkbox"/> 1 Ref <input type="checkbox"/> Undergrad Trans <input type="checkbox"/> Grad Trans <input type="checkbox"/> NTE/Praxis II <input type="checkbox"/> Complete
--

Section IPERSONAL INFORMATION

Name (Last) (First) (Middle) (Maiden)			
Social Security Number	(Name at birth)	(Any former names used)	
Address			
City		State	Zip Code
E-Mail Address: (Address where you can be contacted concerning employment information)			
Primary Telephone		Secondary Telephone	

Section IIPOSITION DESIRED

What student activities are you willing to sponsor? _____
What proficiencies do you have in computer technology? _____

Section IIIEDUCATIONAL AND PROFESSIONAL TRAINING

Dates From	To	Name and Location of College or University (Graduate and undergraduate--beginning with most recent college experience)	Degree Received	Major	Minor

NOTE: TRANSCRIPTS OF ALL COLLEGE COURSE WORK IS REQUIRED.

Section IV CERTIFICATION INFORMATION if applicable

Do you presently hold a valid S.C. credential? Yes No No, but have applied

Type of credential: Professional _____ Other: Please Specify: _____

Credential Number _____ Expiration Date _____

Are you applying to be certified through the S.C. Critical Needs Program? Yes No If yes, do you have a letter of eligibility? Yes No

Indicate areas in which you have received or anticipate receiving S. C. certification:

(a.) _____ (b.) _____

(c.) _____ (d.) _____

Do you presently hold a valid credential from another state? Yes No

If yes, indicate state _____ and areas of certification: (a.) _____

b.) _____ (c.) _____ (d.) _____

Have you ever been granted a Permit in South Carolina? Yes No If Yes, what areas? _____

The National Teacher Examination (NTE)/PRAXIS Series Tests are required for all applicants including those from states with reciprocity agreements.

Have you taken the NTE (required through 06/30/99) Yes No If Yes, when? _____

Professional Knowledge score: _____ Area score _____ If not, when do you plan to take it? _____

Have you taken the Praxis (required after 07/01/99) Yes No Principles of Learning and Teaching tests scores _____

Praxis II Subject Assessment scores _____ S.C. Trade Exam? Yes No If no, when do you plan to take it? _____

If you have never been issued a S.C. license, please attach a copy of your NTE/PRAXIS scores. NTE/PRAXIS scores may be requested from:
NTE/The PRAXIS Series; ETS, P. O. Box 6051, Princeton, NJ 08541-6051

Do you have National Board Teacher Certification? Yes No

Total Years of Teaching Experience _____

If you have vocational experience, how many years in the trade area do you have? _____

NOTE: PLEASE SUBMIT A COPY OF YOUR TEACHING CREDENTIAL AND YOUR NTE/PRAXIS II REPORT.

Section V EMPLOYMENT RECORD

(Teaching experience only, beginning with most recent)

Dates From To		Grades or Subjects Taught	Name, Addresses, and Telephone Numbers of Schools	Reason for Leaving

Section VI STUDENT TEACHING if applicable

(If completed within the last three years)

Dates From To		Grades or Subjects	Name, Addresses, and Telephone Numbers of Supervising Teachers	Name, Addresses, and Telephone Numbers of Schools

Section VII EMPLOYMENT RECORD

(Other than teaching and including part time--beginning with most recent employment experiences)

Dates From To		Position	Name, Addresses, and Telephone Numbers of Employers	Reason for Leaving

Section VIII REFERENCES

(You should obtain a minimum of three (3) references from persons who have firsthand knowledge of your educational and work background, teaching ability, and other qualifications. You may submit written letters of recommendation from appropriate individuals or use the attached reference form. In either case, the names and addresses you list below must match your reference forms or letters.)

Name and Position	Complete address or name of school/district where reference may be contacted	Telephone Number (including area code) where reference may be contacted

SECTION IX PERSONAL AND PROFESSIONAL INFORMATION

- Are you presently under contract? Yes No Expiration Date _____
Where? _____ Date you will be available to begin work: _____
- Have you ever been evaluated using ADEPT (SC's Teacher Evaluation Model) Yes No
- Most recent contract held: _____ Induction Contract; _____ Provisional; _____ Annual 1 Contract;
_____ Annual 2 Contract; _____ Continuing Contract; _____ Temporary
- Have you failed to meet standard on any evaluation instrument during your most recent evaluation? Yes No
Explain: _____

- Have you ever been involuntarily terminated, not had your contract renewed, or have you ever resigned from any employment in lieu of being terminated from employment? Yes No
If yes, explain (please use the reverse side of this form if necessary): _____

- Have you ever been convicted by federal, state, or other law enforcement authorities or pleaded *nolo contendere* (no contest) for violation of any federal law, state law, county or municipal law, regulation, or ordinance, including fraudulent checks? (Do not include any offense or minor traffic violations for which a fine of \$30 or less was imposed.) Yes No
If yes, please explain (please use the reverse side of this form if necessary): _____
