

URBAN**PROMISE** MINISTRIES JOB DESCRIPTION

Position Title: Teachers Assistant Department CamdenForward School

Reports To: Principal Salary Range: \$23,742 + Full Time Benefits

Position Summary: The Camden Forward School teacher assistant works under the direction of the classroom teacher, assists with classroom management, and provides instruction and care for assigned students. The teacher assistant works in conjunction with the parents and principal to educate the whole child. In addition to academic responsibilities, the teacher assistant shares the responsibility of safety and supervision of pupils during the school day, and beyond “the classroom “responsibilities. The assistant may have additional responsibilities assigned by the teacher or principal.

Essential Job Functions

1. Uphold UrbanPromise values and demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
 2. Clearly and consistently communicate, model, and enforce CFS behavior expectations.
 3. Teach students on occasion under guidance of the classroom teacher to supplement classroom instruction in the basic subjects for assigned grade level.
 4. Assist in planning and implementing a program of study to include both classroom and non-classroom instruction.
 5. Develop and provide effective communication with parents /guardians.
 6. Maintain a clean, orderly, and organized classroom.
 7. Assist in creating bulletin boards and other media to stimulate learning and display student progress
 8. Attend and actively participate in regular staff meetings, workshops, in service sessions and educational opportunities.
 9. Monitor students during lunch.
 10. Participate in the employee performance evaluation process.
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Essential Job Requirements:

EDUCATION	<u>Bachelor’s degree from a recognized college or university preferred, but High School Diploma and 3 to 4 years of skilled experience may be substituted.</u>
EXPERIENCE	<u>No less than 1 year of experience working with children, youth, and or working with people in Camden or a similar urban environment.</u>
REQUIRED SKILLS	<u>Entering data and accessing various online websites. Operating technology and displaying good interpersonal communication skills.</u>
PREFERRED SKILLS	<u>Bilingual Spanish and English. CPR and First Aid Certification.</u>

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PHYSICAL REQUIREMENTS A physical examination by a medical doctor that includes proof of TB and Hepatitis test must be presented, if hired.

****Equal Opportunity Statement**

UrbanPromise values diversity, inclusion, and equity as matters of fairness and effectiveness. We are committed to hiring and retaining a staff that reflects the diversity of the communities we serve, fostering an inclusive working environment where staff of all backgrounds feel welcomed and engaged in the UrbanPromise mission and to promote racial and social equity in our work.

UrbanPromise is an Equal Opportunity Employer. All applicants who believe they meet the stated qualifications are encouraged to apply. Applications should be submitted to UrbanPromise Ministries, Chief People Officer at pfoxx@urbanpromiseusa.org