



Job Description

Job Title: Instructional Assistant	
Reports to: MTSS Coordinator	
FLSA Status: Non-exempt	Employment: 11 month
<p>About Our School: Excelsior Classical Academy is a tuition-free public charter school dedicated to excellence and equity in education. We have a rigorous, college-preparatory, liberal arts focus based on the classical Trivium of Grammar, Logic, and Rhetoric, the first three liberal arts. Throughout their studies, our students are trained in virtues and core values, such as citizenship, cooperation, courage, honesty, integrity, perseverance, respect, and responsibility.</p> <p>We firmly believe in making this educational option accessible to all students in the Durham area. We intentionally pursue diversity in our Board, our staff, and our student population. Our goal is to reflect the diversity of the Durham area. In order to allow anyone who wants to attend our school to do so, we</p> <ul style="list-style-type: none"> ● Offer busing. ● Provide free lunch to those who qualify. ● Provide assistance with uniforms to those who qualify. ● Offer a Before- and After-School Program. <p>Excelsior Classical Academy is accepting applications for an assistant teacher for the 2024-2025 school year.</p> <p>Please note that Excelsior Classical Academy does not sponsor H-1B visas.</p>	
<p>Job Function:</p> <p>Position is responsible for supporting the lead teacher and supporting students in the classroom. The Instructional Assistant assists the lead teacher to help out with classroom tasks, such as grading, making copies, or taking attendance, classroom management, and interventions. If students need extra support or instruction, the Instructional Assistant will work with the whole class as well as students in small groups or one-on-one. The Instructional Assistant also works with the lead teacher to discuss the progress of students and provide insight.</p> <p>Our ideal candidate has the following qualities:</p> <ul style="list-style-type: none"> ● Experience working with a racially, economically, and academically diverse population; ● A belief that all students can learn and grow academically; 	

- The desire to get students excited about learning;
- An eagerness to build mutually respectful relationships with students and parents

Excelsior Classical Academy employs the Core Knowledge Curriculum in grades K-8. More information can be found at the following link:

https://www.coreknowledge.org/wp-content/uploads/2016/09/CKFSequence_Rev.pdf

Qualifications:

- Dedication to Excelsior Classical Academy's mission of driving academic excellence, developing strong character
- High level of professionalism
- Strong public relations skills
- Education:
 - At least an associate's degree is preferred.

Responsibilities:

- Assists in teaching content and skills in teaching ELA, science, history, and geography to grammar school students, utilizing curriculum designated by Excelsior Classical Academy
- Helps provide individualized and small group instruction in order to adapt the curriculum to the needs of each student and subgroups of students.
- Helps evaluate academic growth of students, prepare report cards, keep appropriate records to include attendance and other recordkeeping activities as necessary.
- Assists in establishing and maintaining standards of student behavior needed to provide an orderly, productive classroom environment.
- Helps identify student needs and cooperates with other professional staff members in assessing and helping students solve learning, health, and attitude problems.
- Helps communicate with parents, and school counselors as appropriate, on student progress.
- Supervises students in assigned out-of-class activities during the working day.
- Participates in professional learning communities.
- Helps to administer testing in accordance with school testing practices.
- Treats all students fairly and equitably.
- Performs other duties as assigned.

What you bring to the job:

- A work ethic and personal belief system that aligns with the mission and vision of Excelsior Classical Academy
- Empathy and positive regard for all others in written, verbal, and non-verbal communications
- Building trusting relationships with students, parents, colleagues, and community by acting with integrity, courtesy, and responsibility, even in the face of stress or demanding workplace conditions

- Working effectively with colleagues and students by practicing punctuality, respect for deadlines, collaborative problem solving, and honest communication
- The ability to work both autonomously and in teams
- Maintaining proficiency as needed and approved by attending trainings, reading job-related materials, and meeting with others in area of responsibility
- Appropriate dress for a workplace with frequent customer service interaction and community outreach
- Meeting all required standards of confidentiality and safety
- Organizational and technology skills
- Resourcefulness in setting priorities and guiding investment in people and systems

Expectations of Mental/Physical Demands/Environmental Factors:

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Tools/Equipment Used: Standard office equipment including computer and peripherals; standard instructional equipment
- Posture: Frequent standing; kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- Motion: Frequent walking and reaching, bending and stooping
- Lifting: Frequent light lifting and carrying (less than 15 pounds); occasional heavy lifting (45 pounds or over)
- Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise; exposure to biological hazards (body fluids, bacteria, communicable diseases)
- Mental Demands: Work with frequent interruptions; maintain emotional control under stress