FOUR RIVERS JOB POSTING
Teaching Assistant
2023-24 SY

Description: Four Rivers Charter Public School is seeking an outstanding Teaching Assistant. Affiliated with EL Education, Four Rivers is college preparatory and has a clear mission of educating young people for lives of learning and service. This is an opportunity to join a talented and dedicated faculty to continue the success of an exemplary charter public school. Located in Greenfield, MA, Four Rivers enrolls 220 students in grades 7-12 and has been in operation for over 20 years. In our dynamic, collaborative school, teachers work closely with their colleagues, developing curriculum and helping shape the culture of the school in accordance with the school's mission and EL Education practices of challenging, project-based learning. We are old enough to know what we're doing and young enough not to be too set in our ways. Four Rivers is an equal opportunity employer and strives to be an anti-racist school.

ROLES AND RESPONSIBILITIES:

Teaching Assistants

- provide support to the Learning Specialist (Special Education Teacher) in the delivery of Special Education services
- collaborate with general education teachers in the delivery of support in an inclusion environment
- work one-on-one or with small groups of students both inside and outside of the general education classroom
- support students in the learning center with academic, behavioral, and organizational skills
- have a willingness to engage in the general education content and support all students as necessary

QUALIFICATIONS:

- Required: High School diploma or equivalent
- Preferred: One of the following endorsements:
    - Two years of study at an institution of higher education (48 hours) completed.
    - An Associate's or Bachelor's degree
    - Demonstrated knowledge through formal assessment, (e.g. The Para-educator Learning Network Assessment)

CORE EXPECTATIONS:

1. Work a total of 184 days in a school year: 180 school days plus 2 planning days before school begins and 2 planning days during the school year.
2. Be at school by 7:50 and stay until 3:15, with a 30-minute lunch break.
3. Full time teacher assistants shall have at least 2 half-hour prep periods scheduled across a normal week.
4. Participate in clubs and other curricular and extracurricular activities with students.
5. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
6. Provide, under the direction of a supervising teacher, instruction to students in a variety of individual and group activities (e.g. academic subjects, social skills, etc.) for the purpose of reinforcing instructional objectives; implementing IEP plans; and assisting students' success.
7. Adapt classroom activities, assignments, and/or materials under the direction of a supervising teacher for the purpose of supporting and reinforcing classroom objectives.

8. Administer tests, homework, make-up work, etc. in order to support teachers in the classroom.
9. Communicate with supervising instructional staff and support personnel for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
10. Keep teachers informed of special needs or problems of individual students.
11. Collect data as required for the IEP process
12. Monitor students within a variety of school environments (e.g. restrooms, hallways,etc.) for the purpose of maintaining a safe and positive learning environment.
13. Maintain confidentiality regarding student and staff information to remain in compliance with legal requirements and to maintain a professional working environment.
14. The job includes sitting, standing, walking, and using a computer.

OTHER RESPONSIBILITIES:

1. Participate in staff development training programs when appropriate to improve job performance.
2. Participate in special education meetings when appropriate.
3. Comply with district policies, as well as state and federal laws and regulations.
4. Adhere to the district's safety policies and procedures.
5. Maintain confidentiality in the conduct of district business.
6. Fulfill other related duties as assigned by mutual agreement.

SUPERVISOR:

Director of Student Services and the Team Learning Specialist (Special Education Teacher)

How to Apply:

- Apply on SchoolSpring to the following posting number **5896177**
- Application deadline: as soon as possible. Our process is rolling – we make an offer when we find the right match.

For more information

About the school: www.fourriverscharter.org
About EL Education: www.eleducation.org
About Massachusetts charter schools: www.masscharterschools.org or www.doe.mass.edu/charter