



## TEACHING ASSISTANT

### Position Description Summary

Title:	Teaching Assistant in Grade 1-2 Classroom
Supervisor:	Assistant Head of School
Date Revised:	Sept 2019
FSLA Classification:	Non-Exempt
Schedule:	Full-Time, November 2019 to June 2020

### About Us

Friends School of Minnesota (FSMN) is an independent, K-8, progressive Quaker school in St. Paul, Minnesota with 150 students. Our mission is to prepare children to embrace life, learning, and community with hope, skill, understanding and creativity. We are committed to the Quaker values of peace, justice, simplicity and integrity.

FSMN welcomes applications from all qualified applicants who share our core values, including the Equity and Inclusion vision of our Strategic Plan: "We envision a school community that embodies strength in diversity through the sharing of rich cultural and socioeconomic backgrounds and experiences, and the celebration of varied personal expressions and identities, while recognizing the challenges posed by societal structures of oppression. We envision a student body that is able to work towards and is committed to social justice and equitable change making in the world. We commit to the long-term, collective work of examining school culture, practices, and policies, changing conditions to promote equity, defining diversity and inclusion needs within our school community, and approaching this work with humility and urgency."

### Position Overview

Teaching Assistants are valued members of the FSMN instructional team. Working with master teachers, TAs provide group and individual support for students in and out of the classroom. They are trained to be able to step in for teachers as needed as adjunct instructors.

### Essential Functions and Responsibilities

- Work collaboratively with classroom teacher in all aspects of classroom life.
- Provide one-on-one or small group instructional support.
- Learn and understand the class materials and instructional methods used by the teacher.
- Know how to operate audiovisual equipment and have proficient computer skills.
- Maintain academic records and prepare instructional materials.
- Support and model FSMN positive discipline policy.
- Adapt to lead teacher's class culture and expectations.

- Maintain adequate classroom behavior with or without lead teacher's presence.
- Help to keep students on task during work time.
- Support a diverse group of students regardless of skill level.
- Design and implement an age-appropriate lesson plan when necessary.
- Model communication and social skills embedded in FSMN's conflict resolution process.
- Perform substitute duties in a teacher's absence.
- Accompany students on field trips, some of which are overnight.
- Other duties as assigned by the Assistant Head of School.

### **Qualifications**

- Candidates from diverse backgrounds and/or who have experience in cultural competency work are strongly encouraged to apply.
- Enjoy working with children from a wide range of cultural backgrounds.
- Display appropriate interpersonal and intrapersonal communication skills with both children and adults.
- Love and understand children.
- Prior experience in school or camp setting preferred.
- Ability to keep students active, on-task, and at an appropriate volume level.
- Support the goals and values of Quaker and progressive education.
- Able to apply constructive criticism to adapt behaviors.
- Bachelor's degree in the field of education, child development, or other related fields preferred, but serious consideration will be given to candidates possessing an associate's degree combined with experience in education-related fields.

### **How to Apply**

- Please send a resume and cover letter to [employment@fsmn.org](mailto:employment@fsmn.org) by Oct. 10, 2019.  
Cover letter should include:
  - a teaching philosophy statement, and
  - a statement of how your lived experience and skills will contribute towards our commitment to equity and diversity, as outlined on page 1.

### **Work Environment**

- Works in standard classroom conditions and climate.
- Periodically works in varied outside weather conditions during recess, exploratory adventures, and field trips.
- Works in a fast-paced environment with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- May stand and/or walk for extended periods of time.

### **Disclaimer**

The information contained here is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and

abilities required to do the job. The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.