



TEACHING ASSISTANT (23-24)

Position Description Summary

Title: Teaching Assistant in Lower or Middle School
Supervisor: Assistant Head of School
Date Revised: April 2023
FSLA Classification: Exempt
Schedule: .9, August 28, 2023 to June 13, 2024

About Us

Friends School of Minnesota (FSMN) offers a rich K-8 program where in-depth academic studies are supported by peaceful forms of conflict resolution. In the tradition of more than 80 Quaker Friends schools across the United States, Friends School of Minnesota meets children's intellectual, emotional and spiritual needs in an environment that nurtures their social consciousness. FSMN is committed to the Quaker values of peace, equality, integrity, simplicity, and community. Silent worship and shared decision-making are important elements of the school culture.

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.

FSMN's academic program is guided by the principles of progressive education. We believe that children learn best as active participants, collaborators, and problem-solvers within a community. Teachers incorporate students' questions and emerging ideas into project-oriented, interdisciplinary units that lead to student investigations and demonstrations of understanding. There are currently 150 students and 21 faculty. All students except kindergarten experience mixed-age classroom environments, providing students with broad social and academic opportunities, and allowing cooperative learning to flourish.

Position Overview

Teaching Assistants are valued members of the FSMN instructional faculty. Working with lead 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 the 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 the lead teacher's class culture and expectations.
- Maintain adequate classroom behavior with or without the 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.
- Prior experience in school or camp setting is 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.

How to Apply

- Please send the following to employment@fsmn.org
- Resume
- Cover letter including:
 - a teaching philosophy statement, and
 - a statement of how your lived experience and skills will contribute towards our commitment to equity and diversity.
- Current email and phone number for three references.

Compensation:

- \$27,000
 - .9 FTE (36 hours/week)
 - Mid August - Mid June - 179 days (option for 21 or 26 pay periods)
 - Full Benefits

Physical Requirements and Work Environment:

- Generally works in standard office conditions and climate.
- May work in varied, extreme outside weather conditions.
- Works in an active environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods of time.
- Be able to occasionally lift up to 30 lbs.

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.