

New Roots Charter School

Teaching Assistant

Based on Anticipated Needs for 2023-24 School Year

Position Title: Instructional Aide

Duration: September 2023 to June 2024; renewable annually

Hours: Monday through Friday, 35 hours per week when school is in session.

Teaching and Learning Responsibilities

- Provide support for assigned students during Learning Labs and during class:
 - Monitor student progress and assist students in identifying outstanding assignments, focusing on students identified as being at risk of academic failure
 - Procure and monitor use of Chromebooks or other computer technology
 - Communicate with teachers regarding student progress and support needs
- Serve as a “quiet room” for students in need of alternative workspace as assigned
- Maintain hard copy files of outstanding quizzes and tests and follow up with students to complete during learning labs or other appropriate times
- Support testing accommodations as needed
- Recruit and coordinate volunteer tutors
- Provide direct support to instruction in the classroom as assigned
- Coordinate student support activities with other professionals, such as special education teachers, related service staff, general education teachers and specialists
- Assist with maintaining student records and reporting
- All other duties as assigned by the Principal

Standards and Qualifications

- Demonstrate the ability to work effectively with others
- Demonstrate the ability to plan and show initiative to work independently
- Demonstrate the willingness to assume any responsibilities necessary for the teaching and learning focus areas
- Support the mission and vision of New Roots Charter School
- Work in a professional manner at all times
- Set an appropriate example of punctuality, attendance, dress, language and serve as a positive role model

- Demonstrate abilities to develop positive and supportive relationships with students and adults
- Attend staff meetings
- Proactive in matters relating to health, wellness and safety (academically, socially and culturally)
- Bachelor's Degree or higher education
- All other duties as assigned

We anticipate that job responsibilities for all positions will evolve as our organization grows. Successful candidates for the New Roots founding team will have a demonstrated capacity for flexibility and the multifaceted skills that will nurture this growth.

A sustainable community is a diverse, inclusive network of people. New Roots Charter School is an equal opportunity employer—applicants will be considered solely on the basis of qualifications and ability, without regard to race, religion, color, sex, age, national origin, sexual orientation, disability, or veteran status.