



Academic and Behavioral Support Assistant

“The mission of The Mountain Community School is to create an educational environment where students are inspired to academic excellence and discovery. Teachers, parents, students, and the community work together to honor individuality and diversity, nurture respect for self and others, and foster a life-long love of learning.”

Job Description

To provide assistance with academic, social, emotional, and supervisory support within the classroom, throughout school facilities, and on field experiences.

Responsibilities and Duties

- Strives to fulfill the mission and vision of The Mountain Community School.
- Helping Teachers with lesson preparation, including collecting materials and setting up equipment
- Reviewing lessons with students on a one-on-one basis or in small groups
- Supervising students in class, between classes and during recreation periods and field trips. This position may require being outside for portions of the day
- Tracking attendance, grading assignments and calculating grades
- Giving extra help to students who need special accommodations or are struggling with a concept
- Assisting students with special learning requirements
- Attending faculty meetings and parent conferences
- Collaborating with the Teacher to identify students' issues and recommend solutions
- Support of TMCS as needed including serving in different roles at given times
- Providing targeted supports behaviorally and academically as identified by staff. This includes implementing behavioral plans.

Abilities/Skills:

- Time management
- Student behavior management
- Flexibility with changes in weather
- Excellent communication skills, including writing, public speaking and interpersonal conversation
- Great organization and planning skills
- Collaboration and teamwork abilities
- Ability to engage students of all learning levels and grade levels
- Patience and empathy
- Compassionate, positive and encouraging attitude

Reports To: Classroom Teachers and School Principal

Terms of Employment: 12 Months / Full Time

Qualifications:

- High School Diploma or equivalent.
- A minimum of two years of relative work experience.
- Such alternatives to the above qualification as the school administration may find appropriate and acceptable.

The Mountain Community School is an equal opportunity employer.

DISCLAIMER: This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.