

Preschool Teaching Assistant

Aqsa School
7361 W. 92nd Street
Bridgeview, IL 60455
Full-time

This is a full-time teaching assistant position at a private Islamic preK-12 school. In grades 6-12, it is an all-girls school. In elementary grades, it is a co-ed school. This position begins in August of 2018 and ends in June of 2019.

The preschool teaching assistant reports to the preschool teacher, and provides supplemental assistance during learning activities and supervision of students at all times. The preschool teaching assistant should enjoy working with young children, be a team player committed to the goals of the school mission, self-starter, and have great multitasking skills.

Job Requirements

- Must have a high school diploma
- Previous experience working with young children in a school setting (required)
- Pass school background check

Teaching Assistant Duties and Responsibilities

Student Achievement and Character Development

- Knows specific needs of students, and encourages student independence in their learning
- Works with others to support all student learners

Curriculum and Instruction

- Follows the established schedule, and at the same time, is flexible with necessary changes
- Helps the classroom teacher organize and maintain school materials
- Supports the classroom teacher during instruction
- Records, tracks, and submits student progress and attendance on time

Classroom Culture and Student Supervision

- Maintains a classroom climate that is conducive to learning
- Keeps all children in sight at all times
- Be aware of surroundings and report or correct unsafe conditions if found including spills, body fluids and illness
- Uses only positive child guidance strategies to instruct children

Student and Family Relationships

- Communicates in a positive manner with students, parents, and staff
- Be a positive role model for students
- Meets physical and emotional needs of each child and provides an atmosphere that makes children and families feel valued
- Presents a welcoming attitude towards prospective families who come to Aqsa School and engage them in conversation about their child's education, and the features and benefits of our program

Personal Effectiveness

- Demonstrates passion for and commitment to the mission of Aqsa School to see our students to excel academically and grow socially and spiritually
- Possesses strong organization, planning, and time management skills
- Be an innovative solution finder
- Be open to feedback and committed to continuously improving
- Personal qualities: passionate, relentless work ethic, humility, positive in the face of challenge or change, and have a positive attitude
- Complies with Aqsa School teacher dress code
- Be reliable and punctual
- Comes to work enthusiastic, committed, and professionally prepared every day

Contribution to the Aqsa School Community

- Performs other instructional and school duties assigned by the principal and leadership team