



Position Summary:

The Arbor School has students that present a wide range of disabilities, including, but not limited to, autistic-spectrum disorders, Down syndrome, cerebral palsy, and a variety of genetic, neurological, and seizure disorders. The program serves a broad spectrum of developmental disabilities.

Teacher Assistants at The Arbor School are responsible for assisting Lead Teachers in carrying out the individual programs of the students, readying the classroom each morning, and cleaning up the classroom at the end of each day. Teacher assistants are expected to report to work on time each day, to attend all required trainings and staff meetings and to work as a team with their classroom staff. They are also expected to help create and maintain a professional environment where our mission may be carried out through high quality programs.

Essential Duties and Responsibilities:

- Co-teaching lessons under the Lead Teacher's guidance, implementing students' individual goals.
- Engage with children as appropriate to enhance their learning.
- Organizing the classroom and teaching materials, monitoring the classroom during lessons, and minimizing distractions and disruptions.
- Supervising students in and out of the classroom.
- Attending to students' physical, personal, academic, and emotional needs.
- Helping Lead Teachers and students as needed with extracurricular activities and school functions.
- Ensuring the upkeep of educational materials, equipment, and supplies.
- Prepares materials for the start of the day's activities and closes the classroom by cleaning and sanitizing all toys, manipulatives, and furniture at the end of the day.
- Assisting with toileting and feeding needs of students.
- Physical support to students with physical limitations and needs (must be able to lift 30 lbs.)

Skills and Qualifications:

- High school degree required
- Must be energetic
- Must enjoy working with children
- Be dependable
- Be able to work well with others
- Experience with children is required (1 year)
- Experience with special needs is preferred

Pay for this position is \$17 per hour.

This position is full time – Monday to Friday.

