



# Sunrise Community Center School

## Title: Teacher Assistant

### **JOB GOAL:**

To provide a well-organized, smoothly functioning class and school environment where students benefit and take full advantage of instructional and enrichment programs.

### **Qualifications:**

High school diploma or passage of Kern High School District proficiency test or GED

Demonstrate knowledge of and the ability to assist in instructing, reading, writing, and mathematics

Experience and desire to work with children and the ability to command the respect of children

Skill & accuracy in oral & written expression & ability & willingness to understand and follow directions

Ability to work with adults and children and maintain confidentiality

### **PERFORMANCE RESPONSIBILITIES:**

1. Assigned to work with classroom teachers and other staff
2. Assists in developing desirable social skills, habits, morals, mental & physical health for all students
3. Assists with checking, care, preparation, and arrangement of instructional materials & equipment
4. Assists with enrollment procedures, cafeteria count, attendance verifications, and other classroom routines and activities
5. Assists with yard duty, first aid, and physical education
6. Helps with recordkeeping, filing, and other clerical duties
7. Works with small groups of children under the direction of the teacher in meeting educational goals
8. Assists classroom teacher with children to and from transportation and bathroom
9. Assists in various forms of personal care, which may include, but are not limited to, feeding, dressing, grooming, toileting, diapering
10. Assists children during lunch and snack period; checks and maintains the school facilities
11. Maintains confidentiality of student records in accordance with legal requirements
12. Ability to work with children of diverse ethnic, racial, cultural, educational, and economic backgrounds
13. Ability to organize and implement a variety of educational, recreational, and playground activities
14. Participate in an in-service training program
15. Performs other related duties as assigned
16. This job description is not an exhaustive list of duties and responsibilities

Please submit your Resume & Letter of Interest by 7/4/21 to [jobs.sunrise.community@gmail.com](mailto:jobs.sunrise.community@gmail.com)