Job Description for Teaching Assistants

The instructional assistant’s job is to assist in teaching a diverse population of children in an atmosphere of kindness that encourages active inquiry, fosters individual growth and promotes respect for self, others and the world in which they live. In that all students learn the basic and essential skills at each grade level. Responsibilities include:

Instructional Process

• Works with the teacher in planning and implementing a program of instruction that adheres to the school’s philosophy, goals and objectives as outlined in the adopted charter.
• Works with the teacher in making purposeful and appropriate lesson plans that provide for effective teaching strategies and maximize time on task.
• Works with the teacher in planning and implementing a program of study designed to meet individual needs of students.
• Works with the teacher in creating a classroom environment conducive to learning by employing a variety of appropriate teaching strategies.
• Works with the teacher in encouraging student enthusiasm for the learning process and the development of good study habits.
• Works with the teacher in providing progress through authentic observations.
• Uses effective oral and written expression
• Works with the teacher in recognizing learning problems and makes referrals as appropriate alongside the teacher.

Curriculum Development

• Keeps current in subject matter knowledge and learning theory and is willing to share this knowledge for continual improvement of the school's curriculum.
• Assists on the ongoing curriculum revision process, including inquiry based multi age education.

Classroom Management

• Works with the teacher in developing, in accordance with school guidelines, reasonable rules of classroom behavior and appropriate techniques that are consistently applied.
• Works with the teacher in taking necessary and reasonable precautions to protect students, equipment, materials and facilities.
• Shares responsibility during the school day for the supervision of students in all areas of the school.
• Works with the teacher in providing for the supervision of assigned students when circumstances require a brief absence from the assignment.
Public Relations

- Upholds and enforces board policy, administrative procedures, and school rules and regulations, and is supportive of them to the public.
- Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.
- Strives to communicate the positive aspects of our school program to the public in word and deed.
- Works cooperatively with parents to strengthen the educational program for their children.
- Establishes and maintains cooperative relationships with other staff members.

Professional Growth

- Continues professional growth through attendance at workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
- Cooperates with the administration in planning appropriate in-service training programs at the school.
- Attends staff and committee meetings as required.

Student Evaluation

- Works with the teacher in evaluating accomplishments of students on a regular basis using multiple assessment methods such kid-watching notes, as teacher and student made rubrics, samples of students' work, mastery skills check lists, criterion-referenced tests and norm-referenced tests.
- Works with the teacher in making appropriate adjustments in the instructional program and as required.
- Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.
Carolina School for Inquiry
Teaching Assistant Application

Please submit this application along with all supporting materials to:
Carolina School for Inquiry
7405-A Fairfield Road – Columbia, South Carolina 29203

Section I  PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Name (Last)</th>
<th>(First)</th>
<th>(Middle)</th>
<th>(Maiden)</th>
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Social Security Number | (Name at birth) | (Any former names used) |

Address

City | State | Zip Code

E-Mail Address: (Address where you can be contacted concerning employment information)

Primary Telephone | Secondary Telephone

Section II  POSITION DESIRED

What student activities are you willing to sponsor?

What proficiencies do you have in computer technology?

Section III  EDUCATIONAL AND PROFESSIONAL TRAINING

<table>
<thead>
<tr>
<th>Dates</th>
<th>Name and Location of College or University (Graduate and undergraduate--beginning with most recent college experience)</th>
<th>Degree Received</th>
<th>Major</th>
<th>Minor</th>
</tr>
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<tbody>
<tr>
<td>From</td>
<td>To</td>
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NOTE: TRANSCRIPTS OF ALL COLLEGE COURSE WORK IS REQUIRED.
Section IV  CERTIFICATION INFORMATION if applicable

Do you presently hold a valid S.C. credential?  Yes ☐ No ☐ No, but have applied ☐

Type of credential: Professional _______________________ Other: Please Specify: _______________________

Credential Number _______________________ Expiration Date _______________________

Are you applying to be certified through the S.C. Critical Needs Program? Yes ☐ No ☐ If yes, do you have a letter of eligibility? Yes ☐ No ☐

Indicate areas in which you have received or anticipate receiving S.C. certification:

(a) ______________________________________________________
(b) ______________________________________________________
(c) ______________________________________________________
(d) ______________________________________________________

Do you presently hold a valid credential from another state? Yes ☐ No ☐

If yes, indicate state _________________ and areas of certification: (a.) ______________________

(b.) ______________________________________________________
(c.) ______________________________________________________
(d.) ______________________________________________________

Have you ever been granted a Permit in South Carolina? Yes ☐ No ☐ If Yes, what areas? ________________________________

The National Teacher Examination (NTE)/PRAXIS Series Tests are required for all applicants including those from states with reciprocity agreements.

Have you taken the NTE (required through 06/30/99) Yes ☐ No ☐ If Yes, when?

Professional Knowledge score: _____________ Area score______________ If not, when do you plan to take it? ________________

Have you taken the Praxis (required after 07/01/99) Yes ☐ No ☐ Principles of Learning and Teaching tests scores __________________

Praxis II Subject Assessment scores _______________ S.C. Trade Exam? Yes ☐ No ☐ If no, when do you plan to take it? ________________

If you have never been issued a S.C. license, please attach a copy of your NTE/PRAXIS scores. NTE/PRAXIS scores may be requested from:

NTE/The PRAXIS Series; ETS, P.O. Box 6051, Princeton, NJ 08541-6051

Do you have National Board Teacher Certification? Yes ☐ No ☐

Total Years of Teaching Experience ________________

If you have vocational experience, how many years in the trade area do you have? ________________

NOTE: PLEASE SUBMIT A COPY OF YOUR TEACHING CREDENTIAL AND YOUR NTE/PRAXIS II REPORT.

Section V  EMPLOYMENT RECORD

(Teaching experience only, beginning with most recent)

<table>
<thead>
<tr>
<th>Dates</th>
<th>Grades or Subjects Taught</th>
<th>Name, Addresses, and Telephone Numbers of Schools</th>
<th>Reason for Leaving</th>
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Section VI  STUDENT TEACHING if applicable

(If completed within the last three years)

<table>
<thead>
<tr>
<th>Dates</th>
<th>Grades or Subjects</th>
<th>Name, Addresses, and Telephone Numbers of Supervising Teachers</th>
<th>Name, Addresses, and Telephone Numbers of Schools</th>
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**Section VII**

**EMPLOYMENT RECORD**
(Other than teaching and including part time—beginning with most recent employment experiences)

<table>
<thead>
<tr>
<th>Dates From</th>
<th>From</th>
<th>To</th>
<th>Position Name, Addresses, and Telephone Numbers of Employers</th>
<th>Reason for Leaving</th>
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**Section VIII**

**REFERENCES**
(You should obtain a minimum of three (3) references from persons who have firsthand knowledge of your educational and work background, teaching ability, and other qualifications. You may submit written letters of recommendation from appropriate individuals or use the attached reference form. In either case, the names and addresses you list below must match your reference forms or letters.)

<table>
<thead>
<tr>
<th>Name and Position</th>
<th>Complete address or name of school/district where reference may be contacted</th>
<th>Telephone Number (including area code) where reference may be contacted</th>
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**SECTION IX**

**PERSONAL AND PROFESSIONAL INFORMATION**

1. Are you presently under contract? Yes ☐ No ☐ Expiration Date ___________________________
   Where? ___________________________ Date you will be available to begin work: ___________________________

2. Have you ever been evaluated using ADEPT (SC’s Teacher Evaluation Model) Yes ☐ No ☐

3. Most recent contract held: _____ Induction Contract; _____ Provisional; _____ Annual 1 Contract;
   _____ Annual 2 Contract; _____ Continuation Contract; _____ Temporary

4. Have you failed to meet standard on any evaluation instrument during your most recent evaluation? Yes ☐ No ☐
   Explain: _______________________________________________________________________________________
   ________________________________________________________________________________________________

5. Have you ever been involuntarily terminated, not had your contract renewed, or have you ever resigned from any
   employment in lieu of being terminated from employment? Yes ☐ No ☐
   If yes, explain (please use the reverse side of this form if necessary): _____________________________________________________________________________
   ____________________________________________________________________________________________

6. Have you ever been convicted by federal, state, or other law enforcement authorities or pleaded nolo contendre (no contest)
   for violation of any federal law, state law, county or municipal law, regulation, or ordinance, including fraudulent checks?
   (Do not include any offense or minor traffic violations for which a fine of $30 or less was imposed.) Yes ☐ No ☐
   If yes, please explain (please use the reverse side of this form if necessary): _______________________________
SECTION IX  PERSPECTIVE

1. Explain why you would like to teach at Carolina School for Inquiry. Include your preparation for and/or experience teaching in an inquiry-based format. (Please answer in your own handwriting in the space below.)

2. Please provide whatever additional information you would like to share about yourself. Please include any additional information regarding your cultural and educational background, career goals, or any recreational activities, travel or experiences with children relative to your employment. (Please answer in your own handwriting in the space below.)
My signature below certifies that I understand that any misrepresentation or omission of facts on the application or during the employment process is cause for forfeiture of employment consideration or termination, if employed. I herewith authorize Carolina School for Inquiry to request and receive confidential release of documentary materials relating to me, regardless of physical form or characteristics, prepared, owned, used, in the possession of, or retained by: (1) educational institutions I have attended, (2) previous employers of mine, and (3) city, county, state, and federal law enforcement authorities.

I understand that Carolina School for Inquiry will request a criminal history from the South Carolina Law Enforcement Division for past criminal convictions. Any offer of employment will be subject to receipt of a criminal history report reflecting no reasons for not extending such an offer.

Date ___________________ Signature ___________________________ Please print name ________________________________

Carolina School for Inquiry is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, race, religion, handicapping conditions, or national origin in employment. This is in compliance with Title VI, Title VII, Title IX, section 504, Americans with Disabilities Act (ADA), and all other applicable Civil Rights Laws.