

Mosier Community School	Department: Classified
Job Title: K-5th Grade Teaching Assistant	
Reports To: Executive Director	Status: Full-time
Starting Date: Dependent on Hire Date Posting Date: February 28, 2023	Salary: Starting at \$15.13, DOE

About Mosier Community School

Mosier Community School (MCS) is a TK-8 Public Charter School in Mosier, Oregon. We focus on academic achievement, the arts, project-based units and multiage education. We believe in educating the whole child, building strong relationships and instilling the passion for learning. Please visit www.mosier.k12.or.us to learn more about our school.

Position Overview

The Teaching Assistant position supports Kindergarten-5th grade teachers with instruction throughout the day. Support includes, but is not limited to, assisting the teacher in instruction of reading, writing and math content, assisting with project work, classroom organizational duties, and supervising TK-8 student arrival, recess, lunch, and dismissal. Art, Music, and/or Gym experience welcomed, but not required.

The position is 166 days/ year from August 29th, 2022 - June 9th, 2023

All full time employees at Mosier Community School have access to medical and dental insurance and are enrolled in the Public Employees Retirement System.

Bilingual and applicants of color are strongly encouraged to apply.

TO APPLY:

Please send a cover letter, resume, and contact information for two references to: Janet Carter, Executive Director. carterj@nwasco.k12.or.us. 541-478-3321.

Essential Job Functions

- Assist in Kindergarten through 5th grade classrooms.
- Supervise PreK-8 student arrival, recess, lunch, and dismissal in collaboration with other teaching assistants.
- Approach problems with flexibility, creativity, collaboration and critical thinking.

- Knowledge of basic teaching methods and procedures.
- Knowledge of and experience with working with young children.
- Knowledge of instructional materials and their uses.
- Knowledge of effective student management techniques.
- Knowledge of current office practices and procedures.

Requirements

- A high school diploma or GED.
- Ability to pass a criminal background check through the Oregon Department of Education.
- Clear communication skills, both verbally and in written form.
- Ability to work collaboratively as part of the Pre-K-5th team.
- Ability to create a positive, respectful and nurturing environment for the student.
- Adheres to Ethical Educator & Professional Practices as set forth by Teacher Standards & Practices Commission
<http://www.tspc.state.or.us/pub.asp?id=6>
- Provide instruction, organization and management in the classroom, which creates a safe environment conducive to learning.
- Adhere to all school systems, protocols and policies that are developed.
- Maintain a high level of ethical behavior and confidentiality when dealing with student information.
- Arrive at work on time, punctually attend and actively participate in all required meetings and trainings.
- Ability to enjoy interaction with and effectively supervise students requiring use of both empathetic and disciplinarian approaches.
- Ability to instruct a wide variety of students in a number of different situations.
- Ability to operate basic office and audio-visual equipment.
- Ability to accurately perform alphabetizing, record-keeping and filing procedures.
- Ability to work independently with a minimum amount of supervision.
- Ability to adapt to changing circumstances.
- Ability to stand and walk for several hours at a time, ability to be on the floor with children and to bend down. Ability to lift approximately 50 lbs.
- Maintain a valid Oregon fingerprints via the Oregon Department of Education.
- Participate in the evaluation process through goal setting, accepting and considering feedback and self-assessment.
- **Mandatory Child Abuse Reporting:** As mandatory reporter (ORS.419b.010) the TA is required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

This position is open until filled.

Mosier Community School is an equal opportunity employer and educator.