



Job Title	Spero Academy Teacher Assistant
Reports To	Classroom Teacher and Director
Supervises	No one
Status	Full-Time, Non- Exempt

START DATE: 2020-2021 school year

Position Summary:

- Support an assigned teacher and assist with a variety of functions, including implementing instructional programs, assessing student performance and other tasks as needed by the teacher. The successful candidate must enjoy working with children and be devoted to building a nurturing and safe learning environment. To excel in this role, you must demonstrate excellent written and verbal communication skills, as well as in-depth knowledge of classroom activities and teaching methods.

Duties and Responsibilities:

- 8:00 am - 4:00 pm
- Prepare and organize lessons and educational programs under the guidance of the teacher
- Assists the teacher in implementing instructional plans
- Provide support while the instructor is teaching
- Give lessons independently when the teacher is unavailable
- Provide small group tutoring to students who need additional assistance.
- Perform exams on students in order to assess their progress, strengths, and weaknesses
 - Assist with grading the exams as well and document all grades and student progress accurately.
- Collaborate with the teacher to recognize issues students are facing and recommend solutions.
- Comply with state, school, and class rules and regulations.

Knowledge, Skills and Abilities:

- Currently enrolled in an approved teacher preparation program
- Willing to obtain a sub-license
- Experience in a special education setting
- Program knowledge
- Communication skills
- Leadership skills
- Positive relationships with classroom teachers and students
- Self-motivated, proactive and resourceful in the completion of work assignments.
- Sense of accountability and ownership for work results.
- Ability to work with limited supervision.

- Knowledge of the following computer applications: MacBook equipment.
- Ability to maintain status of “not disqualified” upon completion of criminal background and MN disciplinary incidence research.
- Ability to lift up to 50 pounds or move quickly to contain a student.

This position description is not intended to describe, in detail, the multitude of tasks that may be assigned, but rather to give the employee a general sense of the responsibilities and expectations of their position. As the nature of business demands change, so too, may the essential functions of this position.

*Send resume and district application to:
Human Resources, Attention: Susan Scheller
Spero Academy
2701 California Street NE, Minneapolis, MN 55418*