



**SANTA CRUZ
COOPERATIVE SCHOOL**

**JOB OPENING FOR:
ELEMENTARY ASSISTANT TEACHER**

Purpose of the role:

The teacher assistant works under the supervision of a certified teacher and shall assist the teacher in the preparation and management of classroom activities and administrative duties.

Reports to:

Teacher(s) assigned, AT Coordinator, and Elementary Division Principal

Major Responsibilities and Duties:

- The principal duty of the assistant teacher is to function as an instructional aide by working with students.
- Assists in upholding and enforcing school rules, administrative regulations, Bolivian law and school board policy.
- Assists the teacher in preparing instructional materials and classroom displays.
- Works with individual students or small groups and conducts instructional exercises assigned by the teacher.
- Assists with the administration and scoring of work assignments.
- Keeps the teacher informed of any special needs or problems of individual students.
- Assists in actively supervising students throughout the school day, both inside and outside the classroom.
- Assists in maintaining a neat and orderly classroom.
- Assists the teacher in keeping administrative records and preparing required reports.
- Participates in the in-service training program, faculty meetings, and special events as needed.
- Substitutes for classroom teachers when necessary. Provides orientation and assistance to substitute teachers.
- Builds and maintains positive, proactive relationships and rapport with colleagues, students and families. Maintains the strictest confidentiality with regards to student & family information and data.
- Performs other related duties as assigned by the teacher.