



## CASTLEMONT COMMUNITY TRANSFORMATION SCHOOLS

### FOUNDING INSTRUCTIONAL AIDE JOB DESCRIPTION

**Position Title:** Founding Instructional Aide, Castlemont Community Transformation Schools

**Reports To:** Principal, Castlemont Community Transformation Schools

**Compensation:** Commensurate with experience. CCTS offers a competitive compensation package with full benefits.

#### Instructions to Apply

Please submit resume and cover letter to [careers@cctschools.org](mailto:careers@cctschools.org). Please label the email's subject line: "Last Name, First Name - Position + grade level you are applying for".

#### The Opportunity

Castlemont Community Transformation Schools seeks experienced, innovative, high-energy Instructional Aides to provide a high quality instruction within a small school environment where every student is known and valued as an individual; will serve students in school with grades TK-8; will uphold the mission and values of CCTS and contribute to our goal that every student will thrive academically and develop the capacity to successfully compete in the local and global economy, regardless of their previous preparation and background.

#### Essential Duties and Responsibilities

The Instructional Aides' role is to assist in teaching a diverse population of children in an atmosphere that encourages high expectations for students, promotes respect for self, other and the community. Responsibilities include:

- Works with the teacher in planning and implementing a program of instruction that adheres to the CCTS philosophy, goals and objectives as outlined in our charter.
- Works with the teacher in making purposeful and appropriate lesson plans that provide effective teaching strategies and maximizes time on task
- Support teacher in planning and implementing a program of student designed to meet the individual needs of students.
- Understand and implements our literacy model from the Rollins Speech and Language institute

- Participates in professional learning opportunities provides both on side and with external partners
- Promotes a classroom conducive to learning by employing a variety of appropriate teaching strategies.
- 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 in collaboration with the teacher

#### Curriculum Development

- Stays abreast in subject matter knowledge and learning theory and is willing to share this knowledge for continual improvement of the school's curriculum
- Collaborates with teacher to develop project based learning assignments and strategies for literary

#### Classroom management

- Works with the teacher to development appropriate expectations for behavior management and ensures that the techniques are consistently applied
- Shares responsibility during the school day for the supervision of students in all areas of the school
- Works with the teacher in providing the supervision of assigned students when circumstances require a brief absence from the classroom assignment

#### Public Relations

- Is supportive of school mission and values 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 education program for their children

#### Professional Growth

- Attends professional development as required
- Maintains opportunity to self-directed learning
- Attends staff and committee meetings as required

#### Student Evaluation

- Works with the teacher in evaluating accomplishments of students using multiple assessment methods
- Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal law

#### **Qualification and Competency Requirements**

- Instructional Aide certification or equivalent preferred
- Bachelor from an accredited university preferred
- Experience working with preschool children is preferred
- Knowledge of best practices in early childhood education and language development is preferred
- Diligence in following policies and procedures regarding supervision and safety of children
- Excellent organization and interpersonal skills
- Physical stamina required to bend, stand, lift up to 40 pounds, work with children on the floor, work outdoors in a variety of temperatures, and mobility to ensure the supervision and safety of children

**Core Beliefs – required of all CCTS staff**

- CURIOSITY & CREATIVITY – Develop students who pursue inquiry and transformation collaboratively with critical minds
- DIVERSITY & INCLUSION – Develop students who will work with, constructively evaluate and appreciate the contributions of those different from themselves
- SELF-DISCOVERY & REFLECTION – Develop students and families who will document their personal trajectory and set rigorous social and academic goals for success
- OPPORTUNITY – Facilitate access and opportunity to students to meet the needs of their community and reach their and their family’s learning goals
- PERSISTENCE & RESILIENCE – Create school and classroom environments where students are safe and encouraged to take calculated risks throughout their educational journey
- FOCUS ON THE COMMUNITY & IN TEACHING THE WHOLE CHILD – Assume accountability for all student’s success