

ART TEACHING ASSISTANT

Department: Elementary School

Reports to: Art Teacher / Art Program Leader / Principals

Job Summary: Support the artistic development of children from Preschool to Grade 4 through an inquiry approach to learning that values creative explorations of a variety of media and techniques. Nurture curiosity and perseverance, and foster creative, critical and reflective thinking through art making, in collaboration with the ES Art team.

Qualifications/ Experience:

- College Graduate
- Excellent English communication skills both verbal and written
- Excellent interpersonal skills
- Excellent organizational skills
- Knowledge of Google Applications (Docs, Slides, Sheets) and visual design Applications such as Photoshop and iMovie
- At least 2 years of experience working with children in a classroom environment
- Familiarity with art materials and techniques

Responsibilities:

- Assists teachers in the implementation of the curriculum for the grade levels
- Familiarizes themselves with the content of the units and the lessons
- Assists the specialist teachers in daily activities.
- Supports small group or individual instruction
- Assists in the daily organization and maintenance of the art spaces (Prepares art materials for students to use - sharpens pencils, checks for erasers and papers, checks the drying rack and the sinks, prepares unit-related specialized materials.)
- Prepares, organizes, and maintains materials for current and upcoming units.
- Manages and organizes storage and supply spaces.
- Picks up supplies from the supply room as well as determines when items need to be reordered.
- Assists in the matting, mounting, and displaying of art shows and exhibitions.
- Photographs work for school publications.
- Keeps up to date on computer technology and supports student use of technology (ipads, computers, learning apps)
- Coordinates with other departments such as IT, Facilities, and the Fine Arts department
- Values creativity and problem solving and beliefs in an inquiry approach to teaching and learning
- Demonstrates clear communication, collaboration, and flexibility as essential for effective teamwork.
- Understands, and shows sensitivity towards students who require specific needs and provides additional support when needed
- Assists with the observation and documentation of learning.
- Maintains confidentiality at all times.
- Fosters and sustains a community that is inclusive and non-discriminatory.
- Assists in developing and maintaining safe spaces for all individuals at ISM.
- Performs other duties assigned by the Supervisor.