

LEARNING SUPPORT TEACHING ASSISTANT

Department: Learning Support

Reports to: Learning Support Program Leader

Job Summary:

Support the development of students who receive Learning Support services.

Qualifications:

- Bachelor's degree in Education and/or Special Education
- At least 2 years of related experience dealing with students in a classroom environment
- Proficient in productivity applications, both installed and cloud-based apps
- Excellent verbal and written communication skills
- Demonstrates strong sense of organizational and time management skills and detail-oriented
- Highly motivated, flexible and is able to multitask
- Ability to identify issues, determine solutions and work in a collaborative environment
- Confidentiality is a must

Key Responsibilities:

- Provides direct instructional support to students, individually or in groups, to help accomplish the goals outlined in each student's Learning Support plan under the guidance of the Case Manager.
- Implements specific aspects (academic, executive functioning) of a student's LS Plan in the classroom, courtyard, gymnasium, or other environments as required.
- Collects data on student achievement, social-emotional functioning and behavior under the direction of the Case Manager.
- Provides data to Case Managers and Classroom Teachers in relation to student goals.
- Organizes and prepares resource material to support the student's LS Plan.
- Actively participates in review and planning regarding LS services under the direction of the Case Manager.
- Supervises small groups of students when engaged in classroom activities under the guidance of the Case Manager or classroom teacher.
- Keeps up to date on matters relating to computer technology.
- Attends faculty meetings and school-based in-service activities.
- Attends and actively participates in off campus activities.
- Maintains confidentiality at all times.
- Understands and shows sensitivity towards students who require specific services.
- Engages in classroom activities and discussion.
- Provides support and supervision to all students in various environments (inside and outside the classroom).
- Fosters and sustains a community that rejects all forms of discrimination.
- Assists in developing and maintaining safe spaces for all individuals at ISM.
- Performs other duties as assigned by the supervisor.