

Teaching Assistant - Educational Technology - ES Design Hive

Department: Elementary School

Reports to: ES Principals

Job Summary:

The teaching assistant supports the implementation of ISM's curriculum and instructional programs across grade levels and subject areas. Working collaboratively with classroom teachers and specialist staff, the teaching assistant helps foster inclusive, engaging, and safe learning environments for all students. The role involves supporting individual and group instruction, preparing materials, supervising students, and contributing to the broader life of the school.

Qualifications:

- Bachelor's degree, preferably related to education; a master's degree is a plus
- At least 1-2 related experiences
- Knowledgeable 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:

- Assists teachers in implementing curriculum and lesson plans.
- Supports students in individual, small group, or whole class settings to meet targeted learning goals.
- Supports diverse learners by understanding and responding to their specific needs and learning styles.
- Supervises students during transitions, recess, lunch, and before/after school as scheduled.
- Promotes student independence, social-emotional well-being, and self-esteem in all interactions.
- Helps ensure that all learning environments are safe and inclusive and respect the diversity of the ISM community.
- Prepares, organizes, and maintains materials and resources for current and upcoming units of study.
- Assists in setting up and maintaining specialized spaces.
- Maintains organization and inventory of supply and storage areas; assists with ordering as needed.
- Supports the setup and takedown of displays, exhibitions, and school events.
- Supports student learning through the use of iPads, computers, and learning applications.
- Stays current with relevant educational technology and digital tools (e.g., photo, video, and audio equipment).
- Assists in the observation and documentation of student learning.
- Supports the collection and organization of student data, where appropriate.
- Attends team, grade-level, and faculty meetings as required.
- Communicates clearly and professionally with colleagues and contributes to effective team collaboration.

- Coordinates across other departments as needed.
- Maintains confidentiality at all times regarding student and school matters.
- Demonstrates flexibility, initiative, and a willingness to perform other duties as assigned by supervisors.
- Engages in ongoing professional learning and reflects a growth mindset.
- Promotes and models the school's core values of inclusion, respect, creativity, and inquiry-based learning.
- Actively contributes to fostering a school community that is safe, inclusive, and free from discrimination.
- Fosters and sustains a community that rejects all forms of discrimination.
- Assists in developing and maintaining safe spaces for all individuals at ISM.
- Performs any additional duties assigned by the Department Head.

Specialist Differentiation:

Design Hive Teaching Assistant

- Maintains a safe, welcoming, and well-organized Design Hive that supports student self-directed learning during morning break, lunch, and other open access times.
- Supports students in planning, designing, and problem-solving as they work on self-selected projects, promoting independence, creativity, and responsible use of materials and tools.
- Supports the development and maintenance of a clear skills continuum that allows students to independently learn and demonstrate proficiency with Design Hive tools, equipment, and materials.
- Explicitly teaches and reinforces safe, appropriate use of tools and equipment, ensuring all Design Hive safety expectations are consistently followed.
- Mentors and supports students to become Design Hive leaders who model best practices and assist peers in learning how to use tools and materials properly.
- Prepares, organizes, and maintains Design Hive materials, tools, and equipment, including regular checks for safety, functionality, and cleanliness.
- Manages inventory, procures supplies, and maintains consistent stock levels to ensure materials are available and ready for student use.
- Supports classroom teachers and classes when they use the Design Hive, including assisting with setup, materials, and student support as needed.
- Collaborates with teachers, the Educational Technology team, and other departments (e.g., IT, Facilities) to support the effective operation and growth of the Design Hive.
- Contributes to the ongoing development of the Design Hive program by reflecting on student use, identifying needs, and suggesting improvements to tools, workflows, and learning opportunities.