



# Teaching Assistant

## Job Opening

### POSITION DESCRIPTION

#### General information

<b>Start Date:</b>	August 15, 2024
<b>Title:</b>	Teaching Assistant
<b>Location:</b>	14000 Central Valley Road NW, Poulsbo, WA 98370
<b>Compensation:</b>	Commensurate with experience, starting hourly wage: \$21.00
<b>Employment Type:</b>	Not Exempt
<b>Job Category:</b>	Support

#### Duties & Responsibilities

In the classroom at Silverwood, the Teaching Assistant is responsible for supporting the Lead Classroom Teacher in Silverwood's mixed-age classrooms. A successful candidate will be dynamic, flexible, and consistent in their supporting role. In addition, they will:

- Help foster a positive, inclusive, respectful classroom culture.
- Instruct individuals or small groups under the direction of the Lead Classroom Teacher.
- Supervise students to ensure safety and well-being, including supervision at recess, lunchtime, drop-off, and pick-up.
- Assist Lead Classroom Teacher with planning and preparing curriculum, materials, and resources as needed.
- Process students' daily work; correct, grade, and record work.
- Attend school, teaching team, and parent meetings.
- Before and after school, optional opportunity to provide small-group student supervision at \$27/hr.
- Other duties as assigned.

#### Requirements & Preferences

##### *Required*

- High School Diploma or equivalent
- Valid WA Driver's License
- COVID-19 Vaccination: Employees must be fully vaccinated against COVID-19. All individuals who are offered a position will be required to provide valid proof of COVID-19 vaccination prior to starting employment. Exemptions for documented medical conditions or seriously held religious beliefs may be requested.

## *Preferred*

- 72 College Credits or an AA Degree.

## **Skills & Experience**

The ideal candidate:

- Communicates effectively and compassionately, both orally and in writing; demonstrates the proper use of grammar, punctuation, and spelling,
- Feels drawn to the outdoors, does not mind teaching and learning in the elements,
- Maintains a professional demeanor, defuses tense situations, and remains calm under pressure,
- Works with minimal supervision; organizes and prioritizes work,
- Cultivates cooperative working relationships with staff, students, and the community,
- Respectfully maintains a high degree of confidentiality, professionalism, and integrity,
- Builds constructive working relationships,
- Possesses knowledge of child development and learning styles,
- Assists in curriculum planning and implements new instructional methods, under the direction of the Lead Classroom Teacher,
- Reports to work at the scheduled time and is seldom absent,
- Completes work in a timely, accurate, and thorough manner,
- Is Comfortable using Microsoft Teams, Word, Outlook, & Apple Classroom; and,
- Can lift 35 pounds and walk and stand for long periods of time.

## **ABOUT SILVERWOOD SCHOOL**

### **Our Story**

Silverwood was founded in 1984 when a group of parents from The Farm Montessori dreamed of continuing the educational experience, they received in their preschool Montessori experience. After a few moves, in 1995 Silverwood School arrived at its current 17-acre campus - an old farm on Central Valley Road Northwest.

Silverwood was founded on the belief that children thrive when they are motivated by curiosity, spend significant time outdoors, engage the world with their hands, build teamwork through project-based learning, and are nurtured by compassionate, caring teachers. We believe our small class sizes and large, wooded campus provide the backdrop for these core values. At Silverwood, our Mission and Belief Statements guide our work today and our plans for the future.

### **Our Mission**

At Silverwood School, we challenge our students to become confident, compassionate citizens and skilled, life-long learners – literate, motivated, and intellectually adventurous.

We, the community of Silverwood, believe in the potential and curiosity of every child. Rooted in the relationships of teachers to students and the school to its families, Silverwood

strives for a balance of structure and spontaneity, responsibility and opportunity, and discipline and discovery. With active family support for the child, faculty, and program, we prepare our students for their secondary education, to participate in and contribute to a richly diverse world, and to be stewards of our natural heritage. We encourage our students to passionately pursue their dreams.

## HOW TO APPLY

### Application

To apply, please submit the following:

- Completed Silverwood School Application for Employment located at: <https://silverwood.school/jobs>
- Cover letter outlining your qualifications and interest
- A current resume/CV
- 2 letters of recommendation from recent (within 2-3 years) professional references

Applicants should submit all materials to [jobs@silverwoodschool.org](mailto:jobs@silverwoodschool.org). Please include the position title in the subject line of your email.

### Non-Discrimination Statement

Silverwood School does not discriminate on the basis of race, color, national origin, religion, ethnicity, gender or sexual orientation, in employment or in the administration of its educational program, admissions policies, financial aid program, or other school-administered programs.