

Teacher Assistant

Position Summary

Garland Oaks seeks to hire a Teacher Assistant to work alongside our classroom teacher within a safe home for DMST female survivors ages 12-17 years.

The primary focus of this position is to improve students learning experience by assisting the primary educator with day-to-day tasks. The ideal candidate will succeed in supporting fellow education staff while also acting as a resource and support role to students to maximize their classroom time. This role is responsible for helping facilitate a well-rounded and successful learning environment for the girls at Garland Oaks.

Start Date: TBD

Hours: Part Time/Non-Exempt

Location:

Blount County (undisclosed location)

Organizational Relationships:

Lead Teacher

Education: Bachelors Preferred

Principle Duties

- Aid in preparation and execution of lesson plans
- Helping set up and take down classroom materials and equipment as needed
- Review classroom material with students on an individual basis
- Making sure students' needs and concerns are met
- Maintaining a clean, tidy, and safe environment for students
- Supervising students and monitoring behavior
- Facilitating an organized workspace
- Perform administrative and clerical duties such as typing, photocopying, laminating, filing, and maintain records
- Intervenes, when necessary, in crisis situations in accordance with policy and procedure guidelines
- Submits information to Shift supervisor/Team Leaders on the more serious disciplinary actions and in accordance with facility policy/procedures
- Maintain and model appropriate professional boundaries and confidentiality

Teacher Assistant

- Work with other staff members to provide structure and consistency
- Maintain timely and effective communication with all staff and supervisors

Compliance Responsibilities

- Comply with all State and national Standards of Accreditation and Certification
- Prepare for and participate in all reviews, audits and surveys of the agency
- Ensure all activities within the agency conducted within the guidelines and regulation of Federal HIPAA requirements

Education, Experience, Other Qualifications

- A. Education
- High school graduate or equivalent, Bachelors Preferred
- B. Experience
- Experience in classroom or educational setting
 - Familiarity with educational administrative tasks
 - Understanding of different learning methods
 - Experience working with youth with emotional and behavioral challenges
 - Experience in crisis prevention, intervention, and conflict resolution skills
- C. Character and Skills
- Passion and calling to develop strong relationships with others who are passionate about bringing an end to DMST
 - Excellent interpersonal skills and the ability to maintain a positive collaborative relationship among staff
 - Decision-making
 - Excels in a high-paced work environment
 - Strong communication skills

Teacher Assistant

- Ability to multi-task effectively
 - Focused and supportive to management at all times
 - Self-starter who works well independently
 - Adaptable and calm under pressure
- D. Spiritual
- Deep faith in and abiding walk with Christ, understanding of Biblical principles and of the hope, healing, and redemptive work of Christ
 - Growing spiritual life, with the desire to bring honor and glory to the Lord at Garland Oaks as well as outside the home
 - Agreement with and adherence to our Statement of Faith (The Lausanne Covenant)
- E. Other
- Must meet criminal background check requirements
 - Provide Garland Oaks with all appropriate background and clearance documents as required by state and federal laws
 - Once selected, successfully complete the prescribed courses of training
 - 21 years of age at the time of application submission
- F. Travel
- Must possess a valid Tennessee driver's license

**This job description in no way implies that the duties listed are the only ones the employee will be required to perform.

**The employee may be expected to perform other tasks, projects, and training as requested by his or her supervisor.

To Apply

Apply online at streethopetn.org/careers