



## Job Description

**Job Title:** Teacher's Aide  
**Reports to:** Principal  
**Department:** Academic

**Position Type:** Full-Time  
**Work Hours:** 7:30 – 4:00 (M – F)

### Job Overview:

Assisting the classroom teacher in the general supervision and management of the children. The TA must have a warm and friendly personality, be sensitive to the feelings and needs of others and be able to relate very well with children and colleagues. The TA is required to fulfill responsibilities in accordance with the Academy's educational philosophy and shall be able to speak, read and write English fluently.

### Responsibilities and Duties:

- Clocking in by 7:30 and clocking out no earlier than 4:00 with a 1 hour unpaid break per day
- Assisting in the implementation of the daily program under the direction of the teacher
- Assisting in planning and preparing the learning environment; setting up the centers, preparing needed materials and supplies for the next day, and updating bulletin boards
- Supervising the classroom when the teacher is out of the room
- Treating all students with dignity and respect
- Maintaining confidentiality about students, their families and employees
- Supervising students during lunch and recess time, arrival/drop off time, dismissal time, Wudu, Prayer, playground activities, after care, and after school activities (as needed)
- Supervising students during core subjects, Islamic Studies, Drama, Computer, PE, Qur'an, Library, and Arabic classes
- Helping maintain a clean classroom, fixing shelves, sharpening pencils, cleaning and wiping students' desks
- Students' privacy is important. Teacher assistants are not to discuss students' performance or behavior/discipline with parents; this is reserved for the homeroom and subject teachers.
- Perform other tasks as instructed by the teachers such as: grading, making copies, tutoring or conducting remedial sessions to students in small groups, help during snack time etc...
- Maintaining professional attitude and loyalty towards the Academy
- Must attend workshops and training sessions when asked by your supervisor or administration
- Implementing relevant tasks instructed by your immediate supervisor or administration

### Qualifications:

- Bachelor's degree of related subject from accredited university
- Experience is preferred