

**Non-Exempt Hourly Position
Classroom Assistant 2010-2011
\$15.00/Hour 8:15 AM – 12:15 PM**

BERTSCHI SCHOOL

**Classroom Assistant
AM Part Time Position
Beginning Late August 2010**

Bertschi School, founded in 1975, is a Washington State approved elementary school. It is accredited by the Pacific Northwest Association of Independent Schools and the Northwest Association of Accredited Schools, and is a member of the National Association of Independent Schools. The school serves children from pre-kindergarten through grade five.

Bertschi School takes a friendly, stimulating, and innovative approach to education. The School has worked to provide its students with opportunities to confront open-ended questions, explore alternative solutions, and practice creative problem solving. We maintain high standards and work to nurture personal development by placing great value in cultivating a sense of community, social responsibility, and respect for individual differences.

Assistant Teachers are expected to work at the direction of the classroom teachers in accordance with the job description described below.

Responsibilities include but are not limited to:

- Communicate regularly with Classroom Teacher and planning together
- Supervise the playground recess
- Supervise and facilitate lunch duties including recess
- Assist with administrative tasks such as copying, mounting displays, etc.
- Assist with classroom maintenance.
- Adhere to guidelines, procedures, and policies in the Staff Handbook.
- Attend required in service days, meetings, and training sessions as designated.
- Implement instructional strategies in ways that support the Homeroom Teacher and are in concert with the school philosophy.
- Help develop classroom themes and topics of study.
- Facilitate small group instruction for literacy and math in classroom

Expectations for Classroom Assistants also include:

- Support children's individual needs, questions
- Implement rules and discipline, and report notable student behaviors.
- Help children with organization, problem solving, and conflict resolution.

- Communicate professionally and effectively with parents, teachers, administrators and colleagues.
- Engage in on-going self-assessment and working toward own professional goals.
- Assist with fall classroom set up and Spring clean up.
- Stay abreast of school wide information by reading the daily bulletin

Bertschi is an equal opportunity employer seeking a more culturally diverse workplace. Qualified applicants should have notable experience working in an elementary school-age academic environment, take initiative when working with students in a classroom setting, take direction with respect and responsibility, employ problem solving, conflict resolution and positive behavior management skills, and act well as a member of a team. Visit our web site at: www.bertschi.org. No phone calls will be accepted. Candidates are invited to e-mail a resume to:

Bertschi School
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