



JOB DESCRIPTION

Position Title: Teacher Assistant
Reports to: Elementary and Middle School Principal
Evaluated by: Elementary and Middle School Principal
Department: Elementary & Middle School
Hours: Approximately 35 hrs/week
Job Status: Temporary Part-Time (Remainder of 2020/2021 School Year)
Exempt/Non-Exempt: Non-Exempt
Salary: Hourly
Position Category: Educational Support
Paid sick days: N/A
Paid Holidays: N/A

Qualifications:

1. Required Bachelor's degree
2. Teaching Experience preferred
3. Experience with G Suite for Education, GoGuardian, Planbook, TADS preferred | training will be provided
4. Experience with Mac and PC computer technologies
5. Personal relationship with Jesus Christ and committed to Christian education
6. Regular worshipping member of a Bible-believing Christian church
7. Ability to relate to students, staff, and families within the school community.
8. Committed to the mission of The Potter's House School

Primary Job Responsibilities:

Overall Goal - Achieve the mission of the school and assist in the improvement of the quality of instruction for in-person and remote learners. This will be done by supporting classroom teachers through the implementation of direct instruction as a substitute and the facilitation of remote learning.

Roles and Responsibilities

- Attend and participate in daily faculty and staff morning prayer
- Provide direct instruction on behalf of elementary teachers as a substitute to provide additional time for classroom teachers to prepare for remote learners
- Attend and participate in weekly Professional Learning Community meetings and become actively engaged in curriculum implementation
- Provide one-on-one academic support at the discretion of the direct supervisor
- Facilitate the production and distribution of physical classroom materials for remote learning students.
- Monitor remote learner classroom etiquette on GoGuardian.com and work with teachers and deans in implementing behavior management for remote learners
- Assist remote learners in acquiring access to academic resources and synchronous classes
- Serve as the classroom liaison for teachers who are teaching remotely and manage student behavior and progress in conjunction with the teacher. Classroom assignments will be determined by the direct supervisor.
- Troubleshoot and support the technical operations of remote learning classrooms or equipment.
- Perform all other duties as assigned by the direct supervisor.

To apply, please send your letter of interest, resume, 2 letters of reference, and completed application

<https://tinyurl.com/y5c44web> to: The Potter's House School; Attn: Mark Ponstine; 810 VanRaalte Dr SW Grand Rapids MI 49509; or e-mail mponstine@tphgr.org.