

Exceptional Children's Assistant Teacher, Charlotte Lab Lower School



Job Posting Date: September 6, 2019

Application Closing Date: when position is filled

Hours: Full-Time

Start Date: As soon as possible

Contract End Date: June 30, 2020

Responsibilities:

The Charlotte Lab School Exceptional Children's Assistant Teacher will have responsibilities in support of Charlotte Lab School:

- Planning and working with teachers in developing strategies for reinforcing skills
- Assist in the instruction of individual or groups of students as directed by the teacher
- Assist in supervising students and maintaining a clean, orderly, safe, print-rich and positive classroom learning environment
- Participating in transportation, lunch, and student supervision duties as assigned
- Assist in IEP development, implementation, progress monitoring, and reporting
- Consult with EC teachers to support the implementation of the IEPs of students in EC program
- Conference with EC teacher regularly on students goals
- Utilize communication systems for home-school collaboration
- Analyze data to inform decision making & instructional planning
- Monitor student progress through mastery tracking and student learning portfolios
- Communicate frequently and regularly with families of students and advisees
- Participate actively in ongoing professional development and Assistant Teacher evaluation process
- Supervise students and maintain a clean, orderly, safe, print-rich and positive classroom learning environment
- Serve as an assistant advisor to a small group of students; in this role, assist to deliver a social-emotional skills curriculum, serve as an advocate for advisees, and operate as liaison between their families and the school
- Fulfill all other duties & responsibilities as assigned by supervisor

Candidate MUST:

- Hold an Associates Degree or have completed two years of higher education equivalent to 48 credit hours
- Have experience working with elementary aged students
- Have experience working with students with high needs' students
- Be able/willing to learn how to fulfill the responsibilities listed above

In addition, the Lab School Leadership Team will look favorably upon candidates who:

- Experience working in inclusive classrooms using co-teaching and differentiated instruction
- Excellent time management skills
- Have a least 2 years of full-time teaching experience
- Have previous experience working with diverse populations
- Are motivated to work in an open, progressive school environment
- Are independent thinkers
- Are reflective in their practices and have a growth mindset
- Demonstrate flexibility and adaptability
- Demonstrate innovation and creativity
- Work comfortably with technology
- Work collaboratively with others on curriculum development
- Have strong classroom management and organization
- Have strong interpersonal and communication skills
- Demonstrate unquestioned integrity and commitment to Lab's vision, mission, and growth
- Demonstrate professional demeanor, strong self-confidence
- Take initiative, are self-starters, and demonstrate leadership skills
- Possess excellent verbal and written communication skills
- Possess excellent interpersonal skills
- Demonstrate ability to work in a dynamic, fast paced environment both independently and as part of a team
- Display strong judgment and decision-making skills
- Are exceptionally organized, and have the ability to prioritize effectively and meet competing deadlines
- Have high energy, humility, and a good sense of humor
- Demonstrate flexibility and ability to work in ambiguous situations
- Have comfort with technology and are a quick learner of various computer applications
- Have the ability to build relationships and collaborate with others

Salary & Benefits

Salary will be commensurate with experience and education level. The position includes health benefits for employee and opportunity to contribute to a 403b retirement plan.

Application Process

Please visit <https://www.charlottelabschool.org/working-at-lab.html> to complete an application. You will be asked to include your resume and a detailed cover letter demonstrating your interest in working for Charlotte Lab School.

Charlotte Lab School is strongly committed to hiring a diverse and multicultural staff and we encourage applications from traditionally underrepresented backgrounds. Charlotte Lab School does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, national, ethnic origin, or any other reason prohibited by state or federal law.