



## 1 on 1 Assistant

Job Description:

**Position Summary:** The job of One-on-One Assistant is done for the purpose/s of providing support to the instructional program with specific responsibility for assisting in the supervision, care, and instruction of a student with special needs; assisting in implementing plans for instruction; monitoring student academics and behavior; and providing information to appropriate school personnel.

**Job responsibilities:**

- Gather the day's assignments from the lead teacher,
- Support transition to and from the car in the morning and in the afternoon to/from designated learning environment
- Support the creation of the daily schedule and the order of the assignments for the day.
- Provide, under the supervision of the assigned teacher, instruction to the student in a variety of individual activities for the purpose of reinforcing instructional objectives; and ensuring the student's access to his/her optimal learning environment.
- Support and monitor break times and needed calming strategies
- Monitor the student during both recesses and monitor the student during independent lunch
- Collect the daily behavior data and translate this information to the EC teacher, as well as providing information for the BIP and IEP.
- Supervises individual student in a variety of settings (e.g. community field trips, hallways, bus loading areas, cafeteria, parking lots, classrooms, etc.) for the purpose of providing a safe and positive learning environment.
- Intervenes in potential conflicts utilizing appropriate approaches for the purpose of diffusing confrontations and minimizing disruptions.
- Escorts student (e.g. bathroom, classroom, community etc....) for the purpose of ensuring an efficient and safe arrival to and/or from a destination
- Communicates with supervising instructional staff and administration for the purpose of communicating progress or implementing objectives

**SKILLS REQUIRED:**

- Ability to demonstrate regular attendance and punctuality
- Ability to maintain a professional demeanor in all situations and must be able to withhold confidential information
- Ability to work well with all levels of administration, staff, and students as well as parents/guardians
- Ability to respond to changing situations in the workplace and exhibit flexibility
  - Ability to perform multiple tasks concurrently under varying deadlines and adapt to changing work priorities
- Ability to work effectively as part of a team and with frequent interruptions
- Ability to set work priorities, take initiative, and work efficiently under minimum

supervision

- Ability to communicate clearly and concisely, both orally and in writing and the use of proper grammar and punctuation to write routine reports and correspondence
- Ability to operate standard office equipment including using pertinent job-related software applications and preparing and maintaining accurate records
- Ability to exercise tact, good judgment, and initiative in dealing with students, faculty, and parents/guardians

Send your resume, cover letter, and three references. For more information please visit our web site at [www.islandmontessorischool.com](http://www.islandmontessorischool.com) .

The mission of Island Montessori Charter School is to enable children of diverse backgrounds to learn and grow at their own pace by offering a developmentally appropriate and challenging academic Montessori environment that models grace and courtesy and fosters a peaceful community of lifelong learners.

Island Montessori Charter School does not discriminate on the basis of race, color, religion, age, gender, sexual orientation, national origin or ethnicity, marital status, disability, military status or other legally protected classification.