



Teacher Assistant Job Description and Responsibilities

About Monument Academy

Our mission is to empower students, particularly those who have experienced significant adversity, including involvement or risk of involvement in child welfare and/or other social service systems with the requisite academic, social, emotional and life skills to be successful in college, career and community. In addition, we aim to create an outstanding school that attracts, supports, and retains exceptional and caring people.

While many students may have been subject to adverse childhood experiences, these events do not define who they are or predetermine their trajectories. We also believe in a growth mindset, where adults and students value hard work, persistence, and the process of learning, and understand that valuing dedication and effort, not “talent” and “fixed ability,” foster a love of learning and improved outcomes both academically and personally. Our school is designed with an emphasis on personalized learning, experience-based learning, and social-emotional well-being to ensure that students with disabilities or who are English Language Learners will benefit from our school.

About the Position

A Teacher’s Assistant is an integral member of the Academics team whose focus is to guide students in their social-emotional and academic development. The Teacher’s Assistant is responsible for supporting all students engaged in academic experiences guided by high expectations, research-based pedagogy, and care for each child’s developmental needs.

The Teacher’s Assistant is responsible for ensuring that academic content and socio-emotional lessons are delivered with fidelity. This teacher will collaborate with the Academic, Well-Being and Student Life teams, external partners and services providers as well as parents to provide an unparalleled personalized academic experience.

Monument Academy values the personal well-being and professional growth of our staff. The teacher’s assistant will receive weekly coaching to ensure progress toward personal and professional growth.

Key responsibilities include, but are not limited to the following:

- Promote Monument Academy’s core values and model the highest behavior standards for staff and student at all times

- Create and implement personalized learning plans for each student that are data-informed and Common Core State Standards aligned.
- Deliver curricula identified by Monument Academy with fidelity and consult on strengths and challenges of the curricula
- Collaborate with the Academic Team to improve lesson plans and instructional materials
- Utilize provided supplemental resources for intervention and enrichment and identify or create additional resources, as necessary
- Demonstrate commitment to the implementation of behavioral and socio-emotional interventions to maintain a positive, safe, productive, and child-centered learning environment
- Collaborate with academic team members as well as other teams within the school to share student information
- Communicate regularly with parents and caregivers regarding student progress and challenges
- Conduct home visits with another staff member as needed
- Fully participate in professional development opportunities throughout the year
- Provide and seek feedback from other members of the Academic Team and Monument Academy staff and leadership

The qualified applicant is a positive, caring, and results-oriented professional. S/he is deeply committed to Monument Academy's integrated approach to supporting and educating students, which includes maintaining an inclusive classroom setting for special education instruction and a balanced focus on excellent academic instruction as well as social-emotional instruction. S/he is passionate about working with adolescents, particularly those who may require additional support to meet their unique educational and emotional needs. This individual believes that all children are capable of achieving at high levels and in the significance of making the connection between students' aspirations for their lives and careers and their education. This person also understands and models that learning, and setbacks, are opportunities for growth for both students and adults. The qualified applicant will set an example as a continuous, open-minded learner, devoted to evidence-based practices that promote student achievement and well-being. S/he will build trusting relationships with and support faculty, staff, students, and parents.

Candidates should possess the following:

Character Traits and Values

- Commitment to the mission of Monument Academy
- Passion for teaching and learning
- Emotional self-regulation, patience, maturity and humility
- Honesty and integrity
- Curiosity and creativity
- Optimism and enthusiasm
- Excellent people skills
- Respect for students, families, and staff
- Ability to accept and integrate feedback into practice
- Proactive and able to anticipate issues and manage unanticipated events with thoughtfulness and grace
- Commitment to positive behavioral approaches
- Willingness to learn and grow in a new school environment
- Thoughtful self-reflection and good self-care skills

Experience, Credentials, and Skills

- Two or more years of classroom experience in an upper elementary or middle school in an urban setting, inclusive classroom
- Experience working with at-risk youth, foster youth, or youth with high social emotional needs highly desired
- Demonstrated ability to set ambitious goals with students and evaluate these goals
- Experience with the IEP process
- Cultural competency in working with students and families from different racial, ethnic, linguistic, and sexual orientation backgrounds
- Ability to connect with families/caregivers
- Outstanding verbal and written communication skills
- Outstanding organizational skills and ability to prioritize, delegate, manage time and tasks to meet deadlines
- Proven track record of working collaboratively with a team

Location: Washington, D.C.

Compensation

Monument Academy offers competitive salaries, commensurate with experience. The school offers a strong benefits package that includes health care (HMO and PPO options), retirement plan, Flexible Spending accounts, and generous vacation leave for its administrators.

To Apply:

Please apply on-line and submit your resume and cover letter at www.monumentacademy.org/careers. You will be asked to create a profile, then fill out an application, including uploading your resume and cover letter. Salary and benefits are competitive, and commensurate with education, and level of work experience.

Monument Academy is an equal opportunity employer, committed to inclusive hiring and encourages applicants from all backgrounds. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. All employment decisions are made solely on the basis of the individual's qualifications, as related to the requirements of the position being filled.