



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Early Childhood Education Teacher Assistant
<b>Payroll/Personnel Type:</b>	10 Month
<b>Job #:</b>	7008
<b>Reports to:</b>	School Principal
<b>Shift Length:</b>	6.5 Hours a Day
<b>Union Eligibility:</b>	Eligible

**Position Summary:**

To assist and support teachers in developing school and district level objectives by working with individual students or small groups of students to help them acquire grade level skills and abilities. The Montessori Teacher Assistant works under the direction of the teacher and supervision of the principal.

**Essential Functions:**

- Work with individual students or small groups of students to reinforce skills introduced by the teacher
- Guide independent study, enrichment and/or remedial work for students assigned by the teacher
- Correct assignments completed by students as assigned by the classroom teacher
- Assist with whole group activities within the classroom and throughout the school
- Assist teacher with the administration, and scoring of student assessments as assigned by the teacher
- Perform duties related to the preparation of materials and supplies needed for classroom instruction
- Assist with supervision of students during recess, lunch periods, field experiences and special events
- Participate in professional development activities as appropriate
- Perform other duties as assigned

**Knowledge, Skills, and Abilities:**

- Team player who is flexible and enthusiastic
- Good English skills, both verbal and written
- Computer literate or willing to learn
- Pride in quality performance
- Varied interests, hobbies, or abilities
- Comfortable with diverse populations

**Experience:**

- Some experience working with young children (ages 3-12 years)
- Computer Skills
- Experience working with teachers and students in an educational setting (preferred)
- Some experience tutoring young children

**Education:**

- A minimum of 60 hours of college credits **OR**
- Associate's degree or higher **OR**
- Passing score on Missouri ParaPro or Paraprofessional Assessment **OR,**
- Completion of Missouri's online Substitute training program



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**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

Employee	Date
Immediate Supervisor	Date

Human Resources	Date
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***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***