



Middle School Classroom Assistant – Sand Hill School

Sand Hill School is a private school and is part of a larger organization—Children's Health Council (CHC). The mission of CHC is to help children with ADHD, LD, Anxiety & Depression and Autism by promoting Social Emotional Learning, Academics, Executive Functioning and Physical Development.

Sand Hill School provides a joyful and personalized learning environment for bright students with language-based learning differences such as dyslexia. We re-instill their confidence and love of learning by helping them acquire the academic and social emotional skills they need for lifelong success.

MIDDLE SCHOOL CLASSROOM ASSISTANT

Job Summary:

Under the direction of the Assistant Head of Sand Hill School the Middle School Classroom Assistant generally assists Middle School teachers and classrooms, supervises students inside and outside of the classroom, and provides administrative support for teaching. The Middle School classroom assistant is an integral member of the Middle School team. It is a great opportunity for someone whose goal is to work with a population of students with special needs.

Essential Duties and Responsibilities:

- **Know the students and their learning and strengths profile and provide teachers with feedback** regarding students' progress and needs
- **Utilize best instructional practices** for students with learning differences
- **Cultivate and model a respectful, safe and engaging** learning environment
- **Work collaboratively and communicate effectively** with Middle School teachers, Sand Hill specialists, administrators and parents
- Under the direction of the teacher, **implement and support the successful transition of all 8th graders** at Sand Hill (about 10 students)
- **Connect with students** to develop relationships that support student learning
- **Implement student instruction to meet learning objectives** under direct supervision of a Middle School teacher
- **Work directly with individuals and small groups** in daily classroom tasks, activities and assignments, monitoring and re-directing behaviors using appropriate communication and effective intervention strategies
- **Assist students** having difficulty grasping academic concepts as well as appropriate social and behavior concepts
- Under the direction of the teachers, **implement positive student support plans** as outlined and/or implement behavior strategies outlined by the teachers (can include re-directing, calming or supporting replacement behaviors)
- **Monitor and/or record student progress** in instructional areas
- **Support instruction** that is designed to target learning guided by the student's Personalized Plan
- **Attend all appropriate meetings**, including Middle School team meetings all staff meetings (Sand Hill School and CHC), and attend designated school functions outside of school hours
- **Assist the teacher in planning and implementing** the curriculum
- **Attend all parent conferences** as assigned



- **Respond to daily student needs** when the teacher is otherwise engaged
- Under the direction of the teachers, **implement and track academic and behavioral interventions** with students for their effectiveness
- **Review lesson plans and be prepared** to actively support instruction
- Use **AIMSWeb to administer** progress monitoring and benchmarking assessments
- **Input all data** in AIMSWeb
- **Participate in school-wide professional development** and seek continual feedback and coaching for professional growth
- **Perform necessary duties** including but not limited to drop off/pick up, morning brunch, passing periods, lunch, dismissal, and after-school duties
- **Chaperone field trips** including occasional overnight trips
- **Communicate professionally** with all staff members in a timely fashion
- **Model positive and appropriate language and behavior**
- **Assist teachers with instructional tasks**, to include but not limited to one on one instruction, organizing instructional and other materials, assisting with laptops and/or iPads, assisting with classroom management and parental involvement activities
- **Assist teachers with non-instructional** responsibilities
- **Prepare instructional materials**

Knowledge/Ability/Skills:

- Deep belief that all students can succeed
- Desire to continually improve practice and accept feedback
- Knowledge of students with language-based learning differences and/or willingness to learn
- Proficiency in all aspects of working on a Mac based platform in a school
- Strong organizational skills
- Ability to work collaboratively as part of an inter-disciplinary team and to provide appropriate support to Middle School teachers regarding related student progress and strengths
- Ability to meet deadlines in a timely manner
- Effective oral and written communication skills
- Ability to clearly and professionally communicate w/parents and staff
- Knowledge of computer skills in order to communicate via email and prepare documents using word processing
- Interpersonal, problem solving and organizational skills to effectively work in a highly collaborative, teaming environment

Accountability:

- Ensure that school practices, policies and procedures are adhered to and carried out.
- Adhere to CHC Employee Handbook.
- Ensure adherence to the Child Abuse and Neglect Reporting Laws.
- Protect the confidentiality of student and families.

Qualifications/Guidelines:

- Prior experience working in a school setting
- As part of interview process, pass background check, get fingerprinted and provide a current negative TB test result



Education/Training:

- A minimum of two years of college experience

Physical Requirements:

- Ability to stand and sit for extended periods of time for instruction and supervision

Special Job Requirements:

- Ability to work certain evenings for scheduled events (Open House; Back to School Night; Staff training, parent/teacher conferences, fundraising events etc.)
- Valid CA driving license

To apply, email your cover letter and resume/CV to jobs@chconline.org and reference "Middle School Classroom Assistant" in the subject line of your email.

Children's Health Council (CHC) supports workforce diversity. We are an Equal Opportunity Employer and believe in treating each employee and applicant for employment fairly and with dignity. We will provide employment opportunities without regard to race, religion, color, creed, national origin, gender, orientation, age, disability, medical condition, marital status, veterans' status or any other classification protected by employment discrimination laws. When necessary, CHC also makes reasonable accommodations for employees with disabilities in accordance with individual needs, business realities and applicable laws.