

## Teacher Assistant

### Position Summary

Garland Oaks seeks to hire a Teacher Assistant to work alongside our classroom teacher within a safe home for DMST female survivors ages 12-17 years.

The primary focus of this position is to improve students learning experience by assisting the primary educator with day-to-day tasks. The ideal candidate will succeed in supporting fellow education staff while also acting as a resource and support role to students to maximize their classroom time. This role is responsible for helping facilitate a well-rounded and successful learning environment for the girls at Garland Oaks.

**Start Date:** TBD

**Hours:** Part Time/Non-Exempt

**Location:**

Blount County (undisclosed location)

**Organizational Relationships:**

Director of Education

**Education:** Bachelors Preferred

### Principle Duties

- Aid in preparation and execution of lesson plans
- Helping set up and take down classroom materials and equipment as needed
- Review classroom material with students on an individual basis
- Making sure students' needs and concerns are met
- Maintaining a clean, tidy, and safe environment for students
- Supervising students and monitoring behavior
- Facilitating an organized workspace
- Perform administrative and clerical duties such as typing, photocopying, laminating, filing, and maintain records
- Intervenes, when necessary, in crisis situations in accordance with policy and procedure guidelines
- Submits information to Shift supervisor/Team Leaders on the more serious disciplinary actions and in accordance with facility policy/procedures
- Maintain and model appropriate professional boundaries and confidentiality

## Teacher Assistant

- Work with other staff members to provide structure and consistency
- Maintain timely and effective communication with all staff and supervisors

## Compliance Responsibilities

- Comply with all State and national Standards of Accreditation and Certification
- Prepare for and participate in all reviews, audits and surveys of the agency
- Ensure all activities within the agency conducted within the guidelines and regulation of Federal HIPAA requirements

## Education, Experience, Other Qualifications

- A. Education
  - High school graduate or equivalent, Bachelors Preferred
- B. Experience
  - Experience in classroom or educational setting
  - Familiarity with educational administrative tasks
  - Understanding of different learning methods
  - Experience working with youth with emotional and behavioral challenges
  - Experience in crisis prevention, intervention, and conflict resolution skills
- C. Character and Skills
  - Passion and calling to develop strong relationships with others who are passionate about bringing an end to DMST
  - Excellent interpersonal skills and the ability to maintain a positive collaborative relationship among staff
  - Decision-making
  - Excels in a high-paced work environment
  - Strong communication skills

## Teacher Assistant

- Ability to multi-task effectively
  - Focused and supportive to management at all times
  - Self-starter who works well independently
  - Adaptable and calm under pressure
- D. Spiritual
- Deep faith in and abiding walk with Christ, understanding of Biblical principles and of the hope, healing, and redemptive work of Christ
  - Growing spiritual life, with the desire to bring honor and glory to the Lord at Garland Oaks as well as outside the home
  - Agreement with and adherence to our Statement of Faith (The Lausanne Covenant)
- E. Other
- Must meet criminal background check requirements
  - Provide Garland Oaks with all appropriate background and clearance documents as required by state and federal laws
  - Once selected, successfully complete the prescribed courses of training
  - 21 years of age at the time of application submission
- F. Travel
- Must possess a valid Tennessee driver's license

\*\*This job description in no way implies that the duties listed are the only ones the employee will be required to perform.

\*\*The employee may be expected to perform other tasks, projects, and training as requested by his or her supervisor.

### To Apply

Apply online at [streethopetn.org/careers](http://streethopetn.org/careers)