Full Time Preschool Assistant

Roots School is currently hiring for a Full-Time Teacher Assistant for our Preschool.

This position will require the employee to assist the Lead Teacher in a variety of ways. We employ a multi-age approach to education and this is reflected in every classroom setting. Reports to the Lead Teacher and then to Head of School if necessary.

**Our Mission:** Through experiential and academic learning, we encourage students to integrate creativity, critical thinking, integrity, and compassion to engage collaboratively and realize their potential as unique, fulfilled individuals.

Roots School is an accredited independent private school for students from Preschool to 6th grade. Through our project-based approach, multi-age setting, small classes and emphasis on critical thinking and creativity, we create a flexible learning environment to encourage students to develop their unique potential.

**Requirements for All ROOTS Employees**

- Be a self-starter and be resourceful
- Apply a dedicated work ethic, willing to help and take on additional duties as needed
- Follow ROOTS policies and procedures

**Responsibility with Students**

- Support the teacher by taking direction from her
- Help kids to focus through positive reinforcement
- Employs project-based approaches in teaching strategies
- Monitor student behavior and redirect students when needed
- Maintain classroom as a safe, respectful environment that cultivates learning
- Encourage appropriate behavior, communication and conflict resolution
- Has a working knowledge of state and national standards, benchmarks, and assessment.
- Work with students to develop self-control and self-advocacy
- Is able to teach lessons that reflect necessary accommodations for individual student differences
- Cooperates with other members of the staff in planning and implementing instructional goals, objectives, and methods.
- Consistently assesses student achievement through informal assessments.
- Helps Manage student behavior in the classroom and administers discipline
- Help to do light cleaning on a daily basis as indicated by Lead Teacher

**Responsibility with Parents**

- Attend parent conferences if requested

**Responsibility with Community**

- Presents a positive role model for students that supports the mission of the school.
- Check and responds to email in a timely manner
- Maintains a professional relationship with all colleagues, students, parents, and community members
- Help prepare school spaces for and attend open houses, presentation nights, and the annual graduation ceremony
- Demonstrates interest and initiative in professional improvement.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Coaches individual students and groups, promotes development of social skills through group interaction.
- Able to work within ROOTS alternative educational framework.

**Responsibility with School**

- Enforce school policy
- Attend staff meetings as needed
- Supervise recess and lunch time and initiate and run group games
- Be present each schedule day from 8:30 am to 3:30 pm unless otherwise noted.

**Ethics**

- Maintain confidentiality of all information regarding students, even though we are a small and close we must maintain our professional integrity
- Report suspected child abuse according to the law, policies, and procedures

*Must be a current Maui resident to be considered*
Job is Full-Time
Health/Dental Insurance
Sick Days/Personal Days
Monday-Friday 8:30am-3:30pm
Job Types: Full-time, Contract
Salary: $25,000.00 - $29,000.00 per year