



FOOTHILL COUNTRY DAY SCHOOL

Job Description

Position: 2nd Grade Instructional Assistant

Reports to: Lower School Director

Position Status: Part-Time 30, Non-Exempt

The Instructional Assistant partners with the 2nd Grade Teacher and provides all support necessary to ensure the learning environment is reflective of Foothill's Founding Statement and Philosophy.

Essential Duties and Responsibilities:

- Provide instructional support remotely in a distance learning environment or in-person (as directed by state and local public health department requirements)
- Use Zoom, Seesaw, and a variety of learning apps as a daily part of instructional support
- Provide instructional support for students in the classroom
- Assist with the preparation, organization, and production of daily/weekly classroom curriculum materials
- Lead small group activity based on instruction from teacher and assist in keeping students actively engaged in meaningful learning experiences
- Assist in assessing student progress as directed by the instructor
- Reinforce classroom management techniques conducive to an effective learning environment
- Assist students by providing proper examples, emotional support, a positive attitude, and general guidance
- Maintain clean and orderly environment for students
- Supervise morning snack and lunch recess

The ideal candidate will have the following educational and work background:

- Undergraduate degree from an accredited institution
- One year minimum experience as an Instructional Aide or similar role

The ideal candidate will have the following skills and attributes:

- Proficiency with Seesaw and other web-based apps to integrate into teaching and learning
- Excellent verbal and written communication skills
- Outstanding time management and organization skills
- A patient and caring nature
- The ability to engage in a collaborative and friendly working culture

Foothill Country Day School provides a competitive wage and an inviting, professional, and collegial working environment and is an equal opportunity employer and abides by all local, state, and federal laws in its interview and employment practices. Physical presence is an essential function of the job.

Interested candidates may apply by sending a cover letter and resume to Lisa Ulsh, Lower School Director, at lulsh@foothillcds.org.