



## FOOTHILL COUNTRY DAY SCHOOL

### Job Description

**Position:** Instructional Assistants (Kindergarten and 4<sup>th</sup> Grade)

**School Year:** 2023-2024

**Reports to:** Lower School Director

**Position Status:** Part-Time 30+ Hours, Non-Exempt

The Instructional Assistant partners with a K-4<sup>th</sup> Grade Teacher and provides all support necessary to ensure the learning environment is reflective of Foothill's mission and core values.

#### **Essential Duties and Responsibilities:**

- Provide instructional support as requested by classroom teacher
- Assist classroom teachers with preparation and distribution of materials for the classroom
- Ability to use Seesaw and a variety of learning apps as a daily part of instructional support
- 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 Assistant or similar role

#### **The ideal candidate will have the following skills and attributes:**

- Understanding of DEI and its centrality to Foothill's Mission and Core Values
- 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

#### **Salary Range:**

\$20-24 per hour

**Benefits:**

- Medical, Dental, and Vision benefits
- Health and Dependent Care Flexible Spending Account
- Holiday Pay

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 Katherine Torres, HR Manager, at [ktorres@foothillcde.org](mailto:ktorres@foothillcde.org).**