

NORTH VERMILLION COMMUNITY SCHOOLS



ELEMENTARY TEACHING ASSISTANT POSITION

Location: North Vermillion Elementary School

Position Title: Full-Time Teaching Assistant (Preschool - 6 grade)

Reports To: Building Principal

Employment Status: Full-Time (182-Day School Year)

Wages: Starting at \$17.02 (hourly)

Position Summary

The Teaching Assistant supports the instructional program by working collaboratively with classroom teachers, administrators, and other staff to provide a safe, positive, and engaging learning environment for students. The Teaching Assistant assists with classroom instruction, student supervision, behavior support, and daily classroom operations while promoting academic achievement, social-emotional growth, and student independence.

Essential Duties and Responsibilities

Instructional Support:

- Assist the classroom teacher in implementing daily instructional activities.
- Work with individual students and small groups to reinforce classroom instruction.
- Support students in developing academic, behavioral, and organizational skills.
- Prepare instructional materials, classroom resources, and learning centers.
- Assist with classroom technology and educational software.
- Monitor student progress and communicate observations to the classroom teacher.

Student Support:

- Provide appropriate supervision during classroom activities, recess, lunch, arrival, dismissal, and field trips.
- Assist students with transitions throughout the school day.
- Support students with special learning needs under the direction of licensed staff.
- Reinforce classroom expectations and behavior management strategies.
- Encourage positive student relationships and respectful interactions.

Classroom Management:

- Help maintain a clean, organized, and safe classroom environment.
- Assist with classroom setup, bulletin boards, and instructional displays.
- Organize instructional supplies and classroom materials.
- Maintain confidentiality regarding student information at all times.

School Responsibilities:

- Attend required staff meetings, professional development, and training sessions.
- Follow all North Vermillion Community School Corporation policies and procedures.
- Assist with emergency drills and safety procedures.
- Perform other duties as assigned by the building principal.

Qualifications

Required:

- High school diploma or equivalent.
- Ability to work effectively with elementary-aged children.
- Strong communication and interpersonal skills.
- Ability to maintain confidentiality.
- Demonstrated reliability, flexibility, and professionalism.
- Ability to work collaboratively with teachers, administrators, students, and families.

- Ability to pass all required criminal background checks and maintain any state-required clearances.

Preferred:

- Associate's degree or at least 60 college credit hours.
- Highly qualified by state assessment
- Previous experience working with children in an educational setting.
- Knowledge of instructional strategies and behavior management techniques.
- Experience supporting students with diverse learning needs.

Evaluation

Performance will be evaluated annually by the Building Principal in accordance with North Vermillion Community School Corporation classified staff policies and procedures.

Equal Employment Opportunity

North Vermillion Community School Corporation is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, genetic information, or any other characteristic protected by law.

Please send a cover letter and resume to Elementary Principal Mr. Michael Blacketer:

mblacketer@nvc.k12.in.us