

Instructional Assistant II Position Description

MITCH Charter School

Who we are

[MITCH Charter School](#) is entering its 21st year of partnership with TTSD as a public charter school with an agricultural focus. We are a small school of about 250 students and a committed staff of 24. Our teachers come from diverse walks of life and educational experiences. Class sizes range from 15-25 in grades K-4, and a co-taught class of 30 in grade 5. Our teachers work closely in grade level teams to develop dynamic educational experiences for students to engage in personal growth and critical thinking. Our community is leaning into the early stages of our journey to provide equitable educational experiences for every student.

We strive to create a context-oriented environment that honors the dignity and identity of every student. The *Core Knowledge Sequence* serves as our foundational curriculum, and is supplemented by *Eureka Math*, *Collaborative Literacy/Becoming a Reader*, *Heggerty Phonemic Awareness*, *The Great Body Shop*, a school-wide agriculture program, as well as weekly music, art and pe specials. The school hosts a vegetable and flower garden, rain garden, and a 20x20ft. greenhouse. Partnerships with local agricultural cooperatives and service-based organizations create learning opportunities that are unique to MITCH.

Job Description

We are looking for an *Instructional Assistant* for the remainder of the 2022-23 school year. This position would be supporting a 5th grade classroom and our school's reading intervention and support programming. It is of utmost importance that this candidate be proactively communicative, collaborative, and team oriented. Equally important is a candidate who is coachable: a self-starter, lifelong learner, and exposes themselves to new perspectives and practices. There are many opportunities for professional growth in this environment, in that it is flexible yet demanding. A candidate that works well with others and thrives in a creative, resourceful "all hands on deck" environment will excel at MITCH.

Joining us in our equity journey demands a stance of empathy, openness and reflective practice. Our aim is to grow independent learners through trusting relationships, high expectations and a culture of belonging. Therefore, we desire a candidate that is

committed to equitable education and serving every student. Questioning and critiquing our perspectives and biases is part of our daily work. Reflection and public learning are built into staff meetings, evaluations and professional development opportunities.

Skills and experiences desired:

- A bachelor's degree from an accredited University
- Experience teaching early childhood education
- Experience with restorative justice, culturally responsive practice, trauma-informed care.
- Familiarity with using performance-based assessment and equitable grading practices.

Responsibilities:

- 5th Grade Support
 - Clerical: Grading/Filing, etc.
 - 1:1 and small group student support
- Recess duty
 - Lead recess duty with a parent volunteer
 - Learn recess best practices, whistle to end recess, help students line up
- Carline duty
 - AM carline help if needed
- Co-teaching Literacy Workshop
 - Leading a group of 6 kids in each grade level for 25 minute blocks each
 - Read Live: computer guided reading program
 - Teach SIPPS lesson book
 - Teach SIPPS Extension lesson book
 - Progress monitoring on Fridays
- Additional behavioral support in school when needed
 - Helping students in any grade levels who require extra help staying on task in class, keeping calm
- Conduct Acadience (DIBELS) testing
 - 3 times per year we test all grade levels on a literacy measure called DIBELS
 - Conduct tests, score data, enter data into Ion database
- Additional tasks as requested by the Executive Director, Reading Intervention Specialist, and 5th Grade Lead Teacher

Compensation

Schedule / Time Off / Pay:

- 7:15 - 2:15 M-F (32.5 hours per week)
- Thirty minute unpaid lunch break
- Additional work may be offered during summer depending on need
- 35.75 paid sick hours for school year
- Paid for days when students are in the building for instruction, indicated on school calendar
- Additionally- paid for federal and state holidays, Thanksgiving break, winter break, and spring break
- \$21/hr
- MITCH covers \$475 per month towards medical/dental benefits
- Required to contribute 6% of gross monthly wages to PERS after 6 months of employment