

CIS EARLY CHILDHOOD SCHOOL TEACHER ASSISTANT

FRAMING the ROLE

Particulars

- This position is in the Early Childhood School

The CIS Mission

Our mission is to Connect / Inspire / Serve. (CIS) We are a positive community with passionate learners.

The CIS Community Principles

- **Kindness** - We value kindness. Our kindness is illustrated in all of our interactions: with our own children, with others' children, with families, with staff, and with administrators. How we communicate with each other is emblematic of our collective kind and caring spirit.
- **Partnership** - We are strongest when we work together, when we share ideas and resources, and when we partner with the greater Cayman community. A spirit of collaboration not only makes our community stronger, it makes students learning richer by connecting stakeholders in exciting and innovative ways.
- **Sustainability** - We take into consideration long-term impacts when making decisions. This applies to decisions about programming as well as to our personal and collective behavior. We live on an island with limited resources and our environmental stewardship is essential in keeping it viable and healthy for generations to come.
- **Good Intent** - We assume good intent. We trust that members of our community have what is best for one another at heart. We engage diverse perspectives with empathy and open-mindedness. We aim to be our best selves in all that we do.

The CIS Learning Principles

- **Language of Learning** - We understand that to make learning happen effectively and collectively, we need a shared language that describes what learning is and how we do it.
- **Ownership of Learning** - We understand that we are all able to learn and ultimately responsible for our own learning.
- **Nature of Learning** - We understand that learning is emotional as well as cognitive and is both an individual and social experience.
- **Contexts of Learning** - We understand that learning transfer happens best in rich, relevant contexts.

Title / Role

- Early Childhood Teacher Assistant

Role Requirements

- Excellent verbal and written skills
- 2 years experience working in an Early Childhood program
- High School Diploma or equivalent, college education preferred
- Experience with developing and following lesson plans
- Demonstrated experience with consistent and positive interactions with students
- Knowledge and ability to manage emergency events or procedures
- Ability to take supervision and feedback constructively
- Have first aid training
- Caymanians, Permanent Residents, Status Holders need only apply.

Desired Attributes

- Team Oriented
- Flexible and Open-Minded
- Adaptable
- Communicator
- Listener
- Sense of humor
- Embodies CIS Community Principles

Reports to

Early Childhood School Principal

Overview

The Early Childhood Teacher Assistant (TA) will support and enact student centered lessons following a High Scope and or Reggio inspired philosophy. The TA is energetic and understands child development, is able to listen to and understand young children and how they learn. The TA is able to create a nurturing learning atmosphere for every student. The TA is a teamplayer and can work in a collaborative spirit with the Teacher and with fellow Teacher Assistants.

Sample of Duties and Responsibilities

- Assist in developing lesson plans based on HighScope requirements and the specific needs of each child.
- Collaborate with teachers to monitor development of each child.
- Understand the teacher's routine and be able to support or run aspects of the classroom day.
- Work with small groups and whole classes of children to promote their learning and development.
- Perform clerical work within the classroom as needed

- Prepare and make teaching materials as instructed by classroom teachers
- Assist in instructional activities as directed by the classroom teacher
- Supervise children at lunch and before and after school (with teacher supervision)
- Use appropriate classroom management
- Be punctual at all times during the school day including arrival times.
- Complete all tasks in a timely manner
- Monitor students as they move to and from the classroom and during specialist classes
- Monitor and supervise students in the classroom
- Take initiative in the classroom and anticipates the needs of students or of the learning environment
- Take initiative in school-wide needs and activities.
- Each morning, prior to student arrival monitor the playground and common areas for safety and tidiness
- Maintain a clean classroom environment.
 - Sweep and clean outdoor toy storage and toys, and surrounding sidewalk in the morning and throughout the day as required
 - Clean classroom toys regularly
 - Help with preparation of classroom before school starts and clean-up of room after school
- Support children's hygiene including bathroom accidents and diaper change.
- Understand the tenets of positive discipline for preschool children
- Express joy in the classroom
- HighScope, Reggio Inspired or equivalent pedagogical training (a plus)
- Possibly work in the afterschool program
- Have first aid training
- Respect that it is the Teacher's role to communicate student concerns with parents
- Maintain confidentiality and discretion at all times

While performing the duties of this job, the employee is frequently required to:

- Move quickly, stand, kneel down or squat
- Speak clearly, and listen.
- Use hands and arms, stand, bend or stoop.
- Move about the campus, including walking students to different locations.
- Be able to pick up 20 pounds and occasionally lift and/or move up to 45 lbs. in connection with carrying children to support their needs, ensure child safety, and potential response to emergency situations.

Equity and Inclusion

It is CIS policy that decisions about staff assignments, promotion, demotion, and selection for training shall be taken without regard to race, colour, ethnicity, gender, disability or sexual orientation.

Evaluation / Reflection / Professional Growth

Performance will be evaluated within the framework of our appraisal and professional development protocol

Compensation and Work Year

- Compensation as per contract in relation to CIS Remuneration Scale
- Work year as per the school calendar
- As with most all roles in education, be ready to serve above and beyond the call of duty
- There are also opportunities on campus related to coaching, after school teaching, facilitating camps, and serving in leadership capacities such as grade level leader / vertical team leader. These opportunities usually involve some remuneration and must be within the regulations established by the Cayman Islands Government.

Our Culture

Our team recognizes that school years for children of all ages are periods of tremendous growth, curiosity and transition in the lives of students and parents. Through good teaching practice and modeling we facilitate the students' intellectual, social, emotional and physical growth through school and beyond. Indeed, students' well being is at the centre of our teaching practice and as such, teachers must be committed to working collegially, collaboratively, energetically and enthusiastically to enhance the learning environment for students, staff and community. Our school and its community value staff who demonstrate excellence, collaborate, communicate in an effective and timely fashion, have a sense of humour, are flexible, celebrate diversity, appreciate and engage in Caymanian culture, accommodate different learning styles and sponsor after school activities.

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