

CIS ELEMENTARY TEACHER ASSISTANT - FRAMING THE ROLE

Particulars

- This position is in the Elementary School in Kindergarten or Grade 1.

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

- Teacher Assistant

Role Requirements

- Excellent verbal and written skills
- Reliable and punctual
- 2 years experience working in an Elementary or Early Childhood program
- High School Diploma or Equivalent, College education or Teaching Certificate preferred
- Have excellent verbal and written skills
- 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 and child protection training or willing/able to be trained
- Participate in team and divisional meetings as needed
- Support students in all specialist lessons

Desired Attributes

- Team Oriented
- Flexible, Adaptable, and Open-Minded
- Approachable and empathetic, with strong listening skills, and a sense of humour
- Displays a generosity of spirit and a commitment to personal, professional and organizational growth
- Effective communicator with students, families, and colleagues.
- Embodies and models the CIS Community Principles in daily interactions
- Child-centered, inquiry-based or project-based pedagogical training a plus

Reports to

Elementary School Principal

Overview

The Teacher Assistant (TA) will support learning by collaborating with the homeroom teacher and specialist teachers to create student centered lessons following the Elementary school curriculum. The TA is energetic and understands child development, is able to listen to and understand young children and how they learn. Is able to create a nurturing learning atmosphere for every student. The TA is a team player and can work in a collaborative spirit with the Homeroom Teacher, Specialists, and with fellow Teacher Assistants.

Sample of Duties and Responsibilities

- Assist in developing lesson plans based on the learning objectives of the curriculum and the specific needs of each child
- Collaborate with teachers to monitor development of each child
- Perform clerical work within the classroom as needed
- Prepare and make teaching materials as instructed by homeroom teachers
- Assist in instructional activities as directed by the homeroom teacher and specialists teachers
- Supervise children at lunch, before and after school (with teacher supervision)
- Use appropriate classroom management strategies
- 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 and in specialist classes
- Take initiative in the classroom and anticipates the needs of students or of the learning environment
- Take initiative in school-wide needs and activities
- Monitor the safety of students at all times including outdoor play
- Engage actively in children's play to proactively teach and reinforce prosocial behaviors
- 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

- Speak articulately to children, ask questions, and engage them in dialogue to enhance learning
- Each morning, prior to student arrival monitor the classroom, playground and common areas for safety and tidiness
- Maintain a clean classroom environment:
 - Organize cubbies, classroom shelves, light table and other spaces within the classroom
 - Organize toy storage and toys in the morning and throughout the day as required
 - Clean classroom toys regularly
 - Help with preparation of classroom setup and material before school starts and clean-up of room after school
 - Sharpen pencils, coloring pencils and organize caddies after school so they are ready for the next day
- Support children's hygiene including bathroom, playground accidents, and changing clothes
- Understand and practice the tenets of positive discipline for early years children
- Express joy in the classroom
- 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
- Learn quickly and effectively new routines, procedures, strategies and pedagogical skills under the direction of the teacher
- Abide by school decisions and policies
- Above all else, demonstrate professionalism and fulfill responsibilities at CIS with honesty and integrity and maintain confidentiality at all times
- Fulfill the **Expectation of Teacher Assistants at CIS** (see the final page of document)

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

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.

CIS Teacher Assistant Expectations

At CIS, our educators are *Ready to serve with purpose, Ready to inspire meaningful learning, and Ready to grow alongside their students and colleagues*. Teaching at CIS reflects a shared commitment to academic excellence, inclusive practice, and professional collaboration. The expectations below define what it means to contribute fully to your classroom and our school community.

Professional Responsibilities

All Teacher Assistants are expected to:

- Meet all administrative, contractual, and procedural obligations as outlined in the Contract of Employment, Annual Forms, and Staff Handbook.
- Ensure active and responsible supervision of students during designated times, including recess, lunch, transitions, and dismissal.
- Uphold school policies and contribute to a safe, respectful, and well organized learning environment

High-Impact Learning and Teaching

CIS Teacher Assistants are *Ready to teach with purpose and support every learner's growth through:*

- Inspiring and challenging students through differentiated and student-centered learning.
- Creating a positive, inclusive, and supportive classroom climate.
- Building respectful and constructive relationships with students.
- Maximizing learning time and providing meaningful learning opportunities.
- Remaining alert to individual student needs and adapting instruction accordingly.

Collegiality and Collaboration

CIS Teacher Assistants are *Ready to contribute to a collaborative school culture:*

- Maintain positive, respectful relationships with colleagues, students, and families.
- Participate actively in team planning, school initiatives, and professional learning communities.
- Share experience and expertise in support of school-wide improvement efforts.

Professional Dispositions

CIS Teacher Assistants are *Ready to grow in their practice and in support of others:*

- Demonstrate adaptability, resilience, and flexibility

- Show a genuine interest in student development and wellbeing
- Manage challenges professionally and constructively.
- Welcome classroom observations and engage openly with feedback.
- Pursue personal and professional growth through reflective practice.
- Contribute to the learning and development of colleagues.