



## Middle School Student Aide and Classroom Assistant

**Type:** Full-Time

**Supervisor:** Head of Middle School

**Start Date:** January 2019

### Job Description

A Middle School Student Aide works one-on-one with a Middle School student to support social learning and emotional regulation as the student moves through the day in a departmentalized Middle School program. In addition, the Aide serves as a support to Middle School classroom teachers when primary responsibilities for the individual student are met.

The Middle School Student Aide creates a strong primary relationship with individual students and works together with the Middle School Counselor and Dean of Students to coach the student in safe and effective social decision-making. The Classroom Assistant helps create the foundation for a smoothly functioning classroom team by communicating openly and clearly with teachers about his or her expectations about roles, duties, and classroom routines. Catherine Cook School is a genuine learning community. We value reflection and continuous growth.

The following list outlines some expectations for the Middle School Student Aide and Classroom Assistant. Since teachers all have different approaches, needs, and strengths, on-going communication is essential to a successful experience. In general, the Middle School Student Aid and Classroom Assistant's responsibilities are to:

- Arrive at 7:30 a.m. Beginning at 7:45 a.m., help student settle in for the day. Review schedule and discuss any changes. Take emotional temperature and problem solve any potential concerns or conflicts.
- Attend/assist in classrooms when a substitute is teaching.
- Assist on an as needed basis with group/partner work in class. Provide coaching around negative self-talk, conflict between group/partners, handling disappointment and frustrations.
- Assist on an as needed basis for in class assessments/tests that may be more stressful. This may include supervising administration in a quieter environment or assistance with breaks/coping mechanisms.
- 10:40 a.m. pre-morning recess check-in. Take emotional temperature, problem solve any frustrations, anxieties or conflicts, and determine recess plan
- 12:50 p.m. pre-lunch/recess check-in same as above. Provide lunch supervision during
- 6th Grade lunch
- Assist during PE and other high energy, less structured activities.
- Attend field trips/signature trips.
- Communicate with parents, school counselor, advisor, and school team regarding goals and progress.
- Communicate regularly with outside therapist regarding therapeutic goals.
- Reinforce calming strategies determined by therapist, school counselor and school team, as well as recognize and help modify altered thinking patterns.

Our staff and faculty place a high value around diversity and equity work including – but not limited to - cultural, racial, and gender differences with students and colleagues. The ideal candidate is eager to join this type of professional community. We specifically seek candidates from underrepresented backgrounds

**Qualifications**

- B.A. required; prefer candidates pursuing M.A. in Education, preparing for a career in teaching or newly credentialed teachers looking for a year of classroom experience before taking on their own classrooms.

Compensation and benefits are competitive and commensurate with education and experience. Visit [www.catherinecookschool.org](http://www.catherinecookschool.org) to learn more about our school and culture to see if you'd be a good fit. Catherine Cook School is an equal opportunity employer.

**Qualified candidates can send their resumes and cover letters to:**

Cory Stutts, Head of Middle School [cstutts@ccookschool.org](mailto:cstutts@ccookschool.org)