

Job Announcement

Mississippi School for the Blind

[HTTPS://MSDBK12.ORG/NOW-HIRING/](https://msdbk12.org/now-hiring/)



Position Type: *Support Staff*

Job Title: *Teacher Assistant*

Date Posted: *5/29/2024*

Location: *Mississippi School for the Blind/Jackson, MS*

Date Available: *Immediately*

Closing Date: *Until Filled*

Reports To: *MSB Principal or Lead Teacher*

PURPOSE:

Assist Lead Teacher and Certified Teachers in providing instruction to individual students or small groups, implementing learning experiences that advance the intellectual, emotional, social, and physical development of children within a safe and healthy learning environment. Monitor and report student progress and perform a variety of support functions in a regular classroom setting.

MINIMUM QUALIFICATIONS:

Associate degree; OR High School Diploma and 60 College Credit Hours; OR High School Diploma and a Silver Level ACT WorkKeys National Career Readiness Certificate (NCRC).

PREFERRED QUALIFICATIONS:

Experience working with students using Braille and large print materials/technologies

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the classroom teacher in guiding students through positive and rewarding learning experiences and instruct students for the purpose of improving their success in academics through a defined course of study.
- Discuss literature with students, allow students to retell a story, talk about the most exciting parts, write different endings to story, complete comprehension activities.
- Operate within district policies and procedures; adhere to policies and procedures established by district; report incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, zero tolerance offenses etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment, and adhering to state law and board policies to lead teacher or administration.
- Cooperate with other staff and classroom groups to maintain the smooth functioning of the building, which at times may require changes to meet the needs of the children.
- Review students in skills covered during student absence.
- Respond to emergency situations for the purpose of resolving immediate safety concerns and/or directing issues to the appropriate personnel for resolution.
- Collaborate with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Manage student behavior for the purpose of providing a safe and optimal learning environment.
- Monitor students in a variety of educational environments (e.g. classroom, cafeteria, playground, school grounds, hallways, restrooms, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Participate in a variety of meetings and professional development activities for the purpose of conveying and/or gathering information required to perform functions and to improve student achievement.
- Assist, as requested, in transition activities
- Complete timely and accurate time sheets
- Perform other responsibilities as assigned by administration

PLEASE SUBMIT RESUME AND THREE REFERENCES TO JACOB BOWMAN AT HR@MSDBK12.ORG TO APPLY, OR VISIT WWW.MSDBK12.ORG FOR MORE INFORMATION.