



Job Description: First Grade Teaching Assistant

Position: First Grade Teaching Assistant

Location: Heilicher Minneapolis Jewish Day School

Reports To: First Grade Teacher / Director of General Studies

Job Summary:

The First Grade Teaching Assistant will support the classroom teacher in providing a safe, nurturing, and engaging learning environment for first-grade students in an inclusive community day school. This role involves assisting with instructional activities, managing classroom behavior, and fostering a positive atmosphere that promotes student growth and development. The Teaching Assistant will support both Jewish and General Studies content areas.

Key Responsibilities:

- **Instructional Support:**
 - Assist the teacher in preparing and implementing lesson plans and educational activities.
 - Work with small groups of students to reinforce learning concepts and provide additional support.
 - Help with the preparation of teaching materials and classroom displays.
- **Classroom Management:**
 - Monitor student behavior and maintain a positive, respectful classroom environment.
 - Assist in managing classroom routines and transitions.
 - Support students in developing social skills and positive interactions.
- **Student Assessment:**
 - Assist the teacher in assessing student progress and understanding.
 - Help maintain accurate records of student performance and behavior.
- **Communication:**
 - Foster open communication with students and staff.
 - Participate in professional development sessions as required.



HEILICHER

JEWISH DAY SCHOOL

- **Administrative Duties:**
 - Help with clerical tasks such as filing and organizing classroom materials.
 - Ensure the classroom is well-organized and conducive to learning.
- **Supervision:**
 - Supervise students during classroom time and other non-classroom activities.
 - Ensure student safety at all times.
 - Support classroom environment, with potential for outdoor activities during recess or field trips.
 - Interact with children with diverse needs and backgrounds.

Qualifications:

- High school diploma or equivalent; Bachelor's or associate's degree or coursework in education preferred.
- Experience working with children, especially in an educational setting.
- Knowledge of Hebrew language is preferred, but not required.
- Strong communication and interpersonal skills.
- Ability to work collaboratively with teachers and staff.
- Patience, enthusiasm, and a genuine interest in supporting young learners.

Physical Requirements:

- Ability to stand, walk, and sit for extended periods.

Working Conditions:

- Classroom environment, with potential for outdoor activities during recess or field trips.
- May involve interacting with children with diverse needs and backgrounds.

FTE: 1.0; benefit eligible

Application Process:

Interested candidates should submit a resume and cover letter to Jackie Smith (jsmith@hmjds.org) by October 21, 2024.