

# Instructional Aide / Teaching Assistant

Explore Knowledge Academy Charter School  
Las Vegas, NV 89120

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## Job details

### Pay

\$12.00 per hour

### Job type

Full-time

### Schedule

Day shift

### Benefits

Health insurance, paid time off, dental insurance, vision insurance, life insurance, retirement plan, flexible spending account.

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## Qualifications

### Experience

- Working with students, 1 year (Required)
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## Job description

Please go to

[https://exploreknowledgeacademy.formstack.com/forms/application\\_for\\_employment](https://exploreknowledgeacademy.formstack.com/forms/application_for_employment) to fill out an online application. Please plan to upload your resume and any Letters of Reference at the time you complete your online application.

**Applicant must have job/volunteer experience working with children and include with application.**

**This position is Tuesday thru Friday, 7:00 am - 3:45 pm**

\*Summary:

\*Under immediate supervision, assists in various school program functions, as well as performs some clerical duties and other related office assignments. Involves performance of tasks associated with such programs as, but not limited to: Lunchroom, Playground, School Office, Assist with Classroom Instruction, Assist with Physical Education Instruction, Spanish, Art etc.

\*Knowledge, Skills and Abilities:

- Ability to work with all types of students

- Ability to deal with unusual behavior and crisis situations
- Ability to learn and apply school rules, regulations and procedures
- Ability to interpret and apply oral and written instruction.
- Ability to learn and use various types of office equipment/machines
- Ability perform routine record keeping
- Ability to complete work rapidly and accurately
- Ability to meet predetermined deadlines; plan and organize work assignments
- Ability to maintain confidentiality of assignments and maintain an ethical attitude
- Ability to work flexible hours or shifts
- Ability to effectively communicate and work cooperatively with employees, students, and parents
- Ability to recognize and report hazards and apply safe work methods.

**\*Qualifications:**

- High school diploma or its equivalent
- Experience working with children
- Experience with iPad and/or Mac technology and/or Chrome books
- Experience in the field or in a related area
- Current CPR Certification

**Responsibilities: (*Illustrative not Inclusive*)**

- May assist with the supervision of students in the lunchroom, on the playground, etc.
- May assist professional in the instructional program, including Physical Education and/or Art and/or Spanish.
- May assist students with daily assigned activities.
- May assist professional in maintaining discipline and encouraging acceptable behavior.
- Operates standard office equipment.
- May type and duplicate bulletins, instructional materials, schedules, correspondence, reports and a variety of classroom and school material.
- May assist and actively participate with physical education activities.
- May contribute to reports on student progress, behavior and performance.
- May perform First Aid, CPR/AED, when necessary.
- Completes standard school forms.
- Conforms to safety standards as prescribed.
- Mentor to students and staff members.
- May perform routine clerical tasks such as filing, answering the telephone, etc.
- May log information on forms to record transaction.
- Collaborate with staff on meeting school goals.
- Other duties as assigned.

**Supervisor:** Principal