

CENTRAL PARK SCHOOL FOR CHILDREN



Mission: All children thrive.

Position	Elementary Teacher Assistant
School	CPSC 724 Foster Street Durham, NC 27701
Compensation	\$30,000 Annually
Employment Status	Non-Exempt, 10 Month, Full-Time Monday-Friday
Start Date	July 1, 2025
<p>Application Deadline: We will accept applications until we find just the right candidates! As an equal opportunity employer, we are committed to identifying and developing the skills and leadership of people from diverse backgrounds. We do not discriminate on the basis of race, color, gender, disability, age, religion, sexual orientation, or national or ethnic origin.</p>	

Responsibilities & Duties:

- Teach small group SEL & Academic groups
- Pick up the class lesson if the teacher is called out of the room, therefore instruction does not stop
- Help teachers with lesson planning and preparing for the lesson
- Help teachers with record keeping (Ex: assessment, progress monitoring and money from home)
- One on One instruction with a student who has been out for sickness or other reasons
- Ensure that EC student's needs are met during the regular classroom time.
- Sub for the teacher if they are required to attend a workshop during instructional time
- Assist with PE, Music, Art, Library and Recess
- Help students choose books for their reading level from the media center
- Guide students' instruction
- Monitor children during whole group instruction to keep students focused
- Temporarily cover for classrooms needing coverage

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- Celebrate all students
- Some Kindergarten Assistants may have to potty train a student.
- Work with and help EC Students who are mainstreamed into a regular classroom (Ex: autism, BEH, ADHD, and Down Syndrome) TA's commonly work with the special needs students
- Change diapers of some EC Students
- Monitor Recess as many as 20 students at a time
- Monitor Lunchtime
- Proctor End of Year tests
- Prepare folders to go home and support home school communication
- Stay after school to help students with homework for students

Safety

- Assist with students' medical plans
- Check sugar levels and other medical needs of students
- Take First Responders training and work on the First Responder Team in case of an emergency
- Take part in all emergency drills
- Maintain cleanliness and safety of the classroom

Before and After School Duties

- Monitor students getting off the bus insuring they get into the building safely, rain or shine Breakfast Duty
- Managing Car Rider Line & getting students in and out of traffic safely, rain or shine
- Pick up walkers at the crosswalk in the morning and taking walkers to the crosswalk in the afternoon , rain or shine