



Language Teacher Trainee/ Classroom Assistant

Job Title: Language Teacher Trainee/Classroom Assistant		
Job Category: Regular Full-time (40 hours)		Job Description Last Updated: 9/12/2019
FLSA Classification: Exempt	Job Code: 909	Career Band Level: Teacher Asst.
Reports To: Lead Classroom Teacher		

Job Purpose

The purpose of the Language Teacher Trainee/Classroom Assistant position is to assist the classroom teacher in immersing children in the Wôpanâak language and tribal culture and in incorporating that into the curriculum using Montessori pedagogy and didactic materials designed to develop capable, accountable, and knowledgeable students who have a strong sense of self.

Essential Functions and Other Job Duties

The essential functions of this job are:

- **Classroom/Instruction:** Assist the classroom teacher with the follow activities and tasks:
 - Implement Wôpanâak language immersion instruction for children for six hours daily.
 - Ensure the care and renewal of the learning environment, including preparing new language materials and routines.
 - Track student progress in language proficiency and all academic areas.
 - Maintain Transparent Classroom records of lessons presented to each child.
 - Complete daily Transparent Classroom notes.
 - Ensure the safety and supervision of students.
 - Ensure the cleanliness of students during the hours of care (including hand washing, face washing after eating, changes after accidents or work sessions, and changing into inside shoes or slippers upon entering the school).
 - Wash work mats once monthly and complete classroom cleaning schedule.
 - Complete injury report forms and update student behavioral notes in the Transparent Classroom.
 - Inventory classroom supplies and curriculum materials.
- **Development of Knowledge and Skills:** Develop a working knowledge of Wampanoag culture-based education, Wôpanâak language acquisition, and Montessori philosophy and curriculum for the purpose of advancing immersion instruction. Complete five hours of weekly WLRP grammar training to become an Intermediate-Mid (or better) speaker as defined by ACTFL guidelines. Participate in biennial language and teacher evaluations to assess language and teacher training progress.
- Other duties as assigned.



Language Teacher Trainee/ Classroom Assistant

Responsibility and Accountability

The Language Teacher Trainee/Classroom Assistant reports to a Lead Classroom Teacher. The Trainee/Assistant works in an entry level teaching position and thus under heavy supervision. Responsibilities include assisting in developing children academically and spiritually, preparation of classroom materials, and maintaining a clean and organized classroom.

Supervisory Responsibility

A Language Teacher Trainee/Classroom Teacher has no supervisory responsibilities.

Knowledge and Skills Required

Education

- High school diploma or GED required. Associates degree in education or related field or working towards an Associate's degree in education or related field preferred.
- Has completed all training to receive Montessori Classroom Assistant Certificate preferred.
- Novice-Mid or Intermediate speaker as defined by ACFTL guidelines. Advanced speaker as defined by ACFTL guidelines preferred.
- Attended and completed at least two years of Wôpanâak Language Reclamation Project classes. (This may include immersion camp attendance.) Three years of Wôpanâak Language Reclamation Project classes preferred.

Experience

- A member of a Native American household and living in one of the participating communities of the Wôpanâak Language Reclamation Project preferred.

Licensing and Certification Requirements

- CPR/First Aid certification required.
- Valid driver's license required.

Other Requirements

- Must pass CORI and SORI background check.

Abilities

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Speaking** — Talking to others to convey information effectively.
- **Learning Strategies** – Assisting in selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Instructing** – Assisting in teaching others how to do something.

Language Teacher Trainee/ Classroom Assistant

- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

Physical Effort

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In terms of overall physical demand, an employee must be able to perform medium work. Medium work is defined as exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Examples include handling boxes of classroom materials and supplies.

To perform the essential functions of the job, an employee must frequently be able to do the following physical activities: stooping, kneeling, crouching, reaching, standing, walking, fingering, feeling, grasping, talking, hearing, and repetitive motion. For example, in working with children in the classroom, a teacher may kneel to speak with a child, type on a computer to assist in preparing instructional materials and stand and walk when with children in the classroom or outdoors with children. Occasionally, an employee must be able to climb, crawl, push, pull, and lift. In addition, an employee in this job must have close visual acuity to operate motor vehicles and work on a computer.

Mental Effort

Must be able to:

- Teach and develop students speaking in the Wôpanâak language, which may be the classroom assistant's second language.
- Must be able to assist in addressing disciplinary issues in the classroom.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In general, an employee in this job works in a classroom setting. However, occasionally an employee may be exposed to working in an environment that does not provide protection from temperature changes such as performing some activities outside. Frequently, the employee may be exposed to enough noise to cause an employee in this job to shout in order to be heard about ambient noise level, such as in a classroom full of children.

Important Note: Nothing in this job description restricts the Board of Directors' or management's right to assign or reassign duties and responsibilities to this job at any time.