



### **AmeriCorps Teacher Assistant (K-5)**

**Job Summary:** The Assistant will be responsible for supporting the teachers with the educational, behavioral, and social emotional needs of students in the classroom and community. Assistant will support the ESOL department.

**Position Begins:** August/September 2019

**Essential Duties:**

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- In accordance with lesson plans developed by the teacher, provides small group and/or individualized instruction to students.
- Monitors students before and after school and during other non-instructional transitional periods.
- \* Provides support to homeroom teachers.
- Assists teachers with daily classroom management activities designed to ensure that students demonstrate behavior that is conducive to an effective learning environment.
- Assists teachers with assessment of student performance (standardized and non-standardized testing) and other recordkeeping tasks.
- Assists teachers with the development and organization of appropriate instructional materials for use with students and ensures the availability of these materials prior to scheduled instructional segments.
- Performs other duties as assigned.

\*Preference will be given to candidates who speak any of the following languages: Burmese, Arabic, Hindi, Somali and Nepali

**Minimum Qualifications:** Must hold a minimum of a High School Diploma and a passing score on the Georgia Professional Standard Commission Paraprofessional assessment. Preferable an Associate's Degree and experience with special education/ ESOL.

**Submission Details:** Please submit a cover letter that speaks to a proven student achievement track record, the teaching of inquiry based learning and philosophy on global education/diversity along with a current resume. Submit these documents via email to [marinella.taoushiani@icsgeorgia.org](mailto:marinella.taoushiani@icsgeorgia.org)



## AmeriCorps Academic & Communications Support

**Position Begins:** August/September 2019

### Media Center Support:

- Support teachers/students checking in and checking out of media center and assist with acquiring reading materials
- Assist media center staff in shelving, cataloging, and weeding media center materials
- Assist in organizing special events (author visits etc.)
- Assist academic coach in providing media center materials for teachers

### Communications Support:

- Manage and maintain ICS's social media presence, including planning social media calendar and scheduling posts
- Collaborating with staff on new ideas, directions, and venues for marketing and communications
- Assisting with website maintenance and weekly newsletter communications
- School photographer – being present at school events and capturing photo/video for social media and school newsletter
- Research possible grant opportunities and/or assist with grants proposals

### Qualifications:

- Preference will be given to candidates who speak any of the following languages: Burmese, Arabic, Hindi, Somali and Nepali
- Firm grasp of available tools and platforms in the social media space
- Completed college degree, preferably in a related field (e.g., English, Marketing/Communications, Public Relations, Development)
- Previous internship or related experience in marketing/communications/development is a plus
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel).
- An effective communicator, both written and oral
- Ability to communicate in a professional manner
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Enthusiasm for the mission of ICS and the families we serve
- All potential job candidates must pass a background check