



## TEACHER ASSISTANT (TA) JOB DESCRIPTION

### JOB TITLE

Teacher Assistant

### SUMMARY DESCRIPTION

Part-time support position assisting teaching Japanese heritage language and culture classes at Washington Japanese Heritage Center (Keicho Center). Teaching Assistant reports to the General Manager.

### DUTIES AND RESPONSIBILITIES

- Assist teachers and Curriculum Coordinator in Japanese heritage language and culture classes as assigned on Saturday mornings 3.5 contact hours September - June.
- Follow best practices in heritage language instruction.
- Monitor students during snack and recess and help set up/clean up classroom prior to/after each class.
- Work with the Education Team and General Manager to coordinate school-wide events such as undokai, mochitsuki, Sakura Matsuri, gakugei kai, etc.
- Actively communicate and coordinate with and among families, Core Group, Education Team, and the GM about Keicho topics.
- Follow all Keicho policies and procedures, including: attendance, reimbursements, and communications.
- Communicate resource needs to Curriculum Coordinator and GM.
- Monitor student behavior and intervene/mediate if conflicts arise.
- If asked, participate in Education Team meetings.
- If available, substitute for teachers that are absent.



## QUALIFICATIONS

1. Native level proficiency in Japanese including reading, writing, speaking, and listening.
2. 1-2 years experience working with children and youth groups in an educational setting.
3. AA or BA degree in relevant subject preferred.

## TERMS OF EMPLOYMENT

**School year:** Classes meet 32 times per year September - June. The TA may be asked to meet several other times per year (student interviews in August, one teacher meeting per month after class).

**Compensation:** See current year pay scale

**Note:** 1) If asked to attend the Education Team meeting or perform other TA duties in addition to those included in the contract, the Teacher Assistant will be paid the her/his hourly rate. Teacher Assistants are not paid the "curriculum rate." 2) All substitutes, including Teacher Assistants temporarily filling in for a teacher, will receive the base rate for teachers. 3) Teacher Assistants who transition to employment as teachers will begin at the base rate for teachers regardless of years of service as a Teacher Assistant.

**Hours:** 9:00 a.m. - 12:30 p.m. each Saturday