

PENINSULA SCHOOL  
Teaching Assistant  
Job Description

The primary responsibility of the classroom assistant at Peninsula School is to help implement the class program. The assistant works closely with the head teacher. Specific duties in each classroom vary. The position is intended to help enrich the children's experience at the school and provide additional teaching to help the head teacher effectively carry out the program. The school views the assistant's contribution in the classroom as a critical component of the child's experience.

Primary duties and responsibilities include:

**Classroom Duties**

- Plan, organize, and implement the class program as directed by the head teacher.
- Teach academic and non-academic projects.
- Assist children with improving interpersonal relationships and solving conflicts or issues with other children.
- Conduct the class program when the head teacher is not present.
- Assist with classroom set-up and organization.
- Carry out the philosophy of the school, including fostering a love of learning, promoting the child's independence, and demonstrating a respect for the children.
- Ensure the safety and well-being of the children.
- Perform other duties as directed by the head teacher.
- Additional duties will vary from classroom to classroom.

**Other**

- Attend staff meetings, in-service meetings, and other meetings as appropriate, according to individual classroom needs.
- Contribute to staff collaboration and consensus building.
- Depending upon the needs of the particular classroom, duties may also include attending field trips and camping trips and attending parent-teacher conferences and/or class parent meetings.

**Qualifications:** An interest in children and progressive education; previous teaching experience or experience working with children; ability to communicate well and forge cooperative relationships; ability to work independently; an understanding of child development; a bachelor's degree is preferred. A background check, including fingerprinting, and proof of ability to work in the U.S. are required for the position. A valid California driver's license is preferred.

Benefits, including health care and a retirement savings account match, are available to assistants, subject to certain eligibility requirements.

## COMPENSATION PACKAGE

Peninsula's compensation philosophy is based on balancing the school's high regard and appreciation for its employees and their contributions to the school with the ongoing effort to keep tuition affordable for as many families as possible. The school is continually assessing ways to provide as rich a compensation package as possible to its employees within the parameters of its budget.

The compensation package for teaching assistants for 2010-11 is as follows:

**Salary:** This is a non-exempt, salaried position. Base compensation is \$21,000 for a full-time employee for the academic school year.

**Medical Benefits:** The school provides medical insurance coverage through Kaiser Permanente and pays 90% of the premiums for eligible employees. Dependents may be added to the employee's policy at employee's cost.

**Dental Benefits:** The school provides dental insurance coverage through Delta Dental and pays 90% of the premiums for eligible employees. Dependents may be added to the employee's policy at employee's cost.

**Retirement Savings Plan and Match:** The school maintains a 403(b) retirement savings plan that allows employees to contribute up to the allowable amount under IRS regulations. Additionally, for eligible employees, the School will provide a matching contribution of up to 5% of the employee's salary.

**Time-Off:** The school provides 2 paid personal days, and 10 paid sick days for full-time employees. Personal days and sick days are not accruable.

**Flexible Spending Accounts:** The school offers a voluntary flexible spending account, subject to certain IRS regulations and eligibility requirements.

**Professional Development Fee Reimbursement:** The school sets aside funds each year to provide reimbursement to staff for participation in select continuing education programs relevant to the individual's role at the school. If you would like to inquire about whether a program you are interested in attending qualifies for reimbursement, please contact the Director sufficiently in advance of the program. All teachers are encouraged to take advantage of this program.

The benefits described above are provided in accordance with the plans and policies established by the school and are subject to any applicable waiting time and eligibility requirements. The school reserves the right to modify or amend the plans or policies.