



Title: MS Teacher Assistant
Division: Middle School
Reports to: Middle School Principal

Qualifications and Experience:

Personal Attributes

- Illustrates organizational and time-management skills
- Demonstrates initiative, flexibility, and a positive attitude
- Establishes cooperative and collaborative working relationships with staff, students, and parents because of strong communication and empathy skills
- Accepts and manages change effectively
- Maintains a solution-based approach to problem solving
- Openly accepts and considers different perspectives
- Actively contributes to a positive school climate
- Seeks continuous improvement

Qualifications:

- Strong Interpersonal skills
- Communicates effectively in English and Hungarian, both in written and oral form
- Technology literate in Web and Google Applications
- University Degree (preferred)
- Experience working in a school setting (preferred)

Duties:

- Processing attendance
- Managing Fire Drill attendance
- Processing early exit slips for students leaving early
- Contacting parents for attendance related needs
- Substitute teaching
- Student supervision during break times and after school
- Supporting students visiting the MS office (contact home, lost items, opening locker, etc)
- Supporting staff with clerical work
- Office coverage
- Managing laptop computer loans for students
- Other duties as required

Occasional Duties:

- Assistance with Field Trip planning and coordination
- Support for MS Parent Events
- Invigilation for standardized tests (e.g., MAP, ERB)
- Organization of MS Lockers