

**Gathering Waters Charter School  
Job Description**

**Title:** Upper School Assistant Teacher

**Reports to:** Lead Administrator

**Position Purpose and Scope**

**Upper School Assistant:** The Upper School Assistant Teacher supports the Upper School faculty and Learning Support Teachers. Specifically the assistant will provide learning support to those students with IEPs and 504s. Responsibilities of the assistant include interacting closely with individual and small groups of students, tutoring students in basic math and english skills, and following student IEPs and 504 plans.

**Specific Responsibilities:**

- Support individual student IEPs and/or 504 plans as directed by the Special Education Administrator
- Lead individual and small group tutoring sessions in basic math and english
- Assist the Lead Teachers in classroom management
- Support students in quiet activities
- Support students in their development of executive functioning skills
- Transition the students between classes and to dismissal
- Participate in weekly or every other week meeting with Special Education Administrator and Class Teaches during working hours
- Performs other duties as assigned

**Qualifications:**

- Bachelor's degree from an accredited 4-year college or university preferred
- Previous teaching experience in a Waldorf school preferred
- CPR/First aid training certificate or willingness to complete