



**ST. MICHAEL *the* ARCHANGEL
REGIONAL CATHOLIC ACADEMY**

Dedicated Teaching Assistant (TA) for Chemistry for 2015-2016 School Year

The purpose of a Teaching Assistant (TA) is to ensure the best learning environment possible for our students. The TA is the eyes and ears for both the online instructor and SMA administration. The TA is not responsible for the content of the class but is essential to student engagement in the classroom. The TA is to maintain the discipline policies of SMA, identify struggling students, check for homework completion, etc. The dedicated Chemistry Assistant provides support M-F from 1:30-3:00pm, oversees quiz and test completion, Chemistry study halls, and prepares and leads labs(1 day/wk, as directed by online instructor and Principal). TA reports directly to the Principal of St. Michael Academy.

Basic Duties:

- Maintain attendance records (if not in seat, with required classroom materials, when the bell rings, students are considered Tardy. Anyone arriving more than 5 minutes late for class is considered Absent for that class.)
- Provide low-level technical support to students with hardware and software. If the TA is unable to resolve the problem he/she can ask for assistance from one of the onsite faculty. If the Adobe Connect connection cannot be established or becomes permanently lost during the class, the TA needs to send a student to the office to report the issue.
- Check for proper uniform and report infractions to the Principal.
- Keep notes on student engagement in class, as well as records on homework completion.
- Assist administration and students in the event of an emergency or emergency drill by adhering to SMA protocols.
- Enforce SMA standards of behavior and classroom etiquette (A copy of the SMA discipline policy will be provided for specific guidelines):
 - o Students are to sit squarely in front of their computers so that the TA can see the screens at all times.
 - o Students are never allowed on games, Paint, or other programs during class, unless asked to do so by the online instructor.
 - o Students are not allowed on websites other than those required for class (normally, Adobe Connect and Populi). All other websites (including e-mail and social media websites) are strictly forbidden.
 - o Students are not allowed to work on assignments from another class.
 - o Students are not allowed to leave the room during class, except for a serious emergency. Locker and restroom breaks are provided throughout the day
 - o Students are not allowed food, candy, gum, etc. in the classroom.
 - o Students must give their undivided attention to the online instructor.
 - o If the online instructor finishes the class before the end of the period, students are to use the rest of the time as a Study Hall **for that subject**.
 - o If a student chooses to disregard the online instructor or the TA, despite attempted warnings, he/she is to be sent to the Office.
- The TA may also be assigned other duties.

Expectations:

- Upon reporting to SMA for the day, Teaching Assistants are to sign in at the front office and pick up the record book for the particular class he/she is monitoring. At the end of the class, the monitor is to return the record book to the office and give a brief verbal report about that day's class. When finished for the day, the Teaching Assistant is to sign out at the front office.
- TAs are in the classroom 5 minutes before the class starts, making sure the computer and projector are turned on, getting ready to take attendance, check for homework completion, etc. Once the online instructor has finished with opening prayers, the TA sits at the back of the room, where all computer monitors are visible. Periodically, the TA walks the aisles. The TA should always be willing to answer questions and assist students in the learning environment.
- TAs are responsible for their class of students. They should not be socializing with other students, parents, faculty, or other onsite visitors.
- No cell phones, outside reading, laptops, electronic devices, etc. are allowed in the classroom. The TA should leave these items at the office. If expecting an important phone call, the caller should be instructed to call the office.
- The TA participates in classroom prayers, along with the students and online teacher.
- If a TA will be absent, he/she must notify the office as soon as possible, so a substitute can be found.
- Teaching Assistants are to dress professionally. No jeans for either men or women; skirts should be at or below the knee. Men are to wear ties and dress pants. Clothing should not be distracting.

Qualifications:

- Education: minimum of a High School Diploma or G.E.D.; B.S. in Science is preferred.
- Teaching or substitute teaching experience preferred, especially with secondary students.
- Experience preparing and leading labs preferred.
- Proficient in Internet usage.
- Able to use and troubleshoot technical support with hardware and software.
- Knowledgeable and supportive of the teachings of the Magisterium.
- Committed to the mission of St. Michael Academy.

Training:

TAs are required to attend a training session. Dates and times will be communicated to in advance. Emergency procedures, school guidelines, the Family Educational Rights and Policy Act (FERPA) regulations, Circle of Grace, statement on corporal punishment, etc. will be discussed at this mandatory meeting.

To apply:

Please email or send résumé and 3 professional references to principal@stmichaelrca.com or PO Box 413 Petoskey, MI 49770. A Michigan State Police and FBI fingerprint background check, as well as an Authorization of Information to former employer must be completed prior to employment.

There are multiple positions available. Positions are open until filled.