



Idaho Digital Learning Alliance  
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IdahoDigitalLearning.org

## **Position Description – Full-time Online Teaching Assistants - Elementary**

### **Position Summary:**

Online teaching assistants work under the supervision of a lead teacher, providing additional assistance and instruction to students. Teacher assistants will facilitate one-on-one or small group virtual meetings with students to provide additional instruction and support.

### **Minimum Qualifications:**

- Friendly, positive disposition with willingness to support teacher, student and parent
- Familiar with developmental needs of K-6 students
- Understand how to motivate, create structure and engage students
- Knowledge of basic educational procedures and objectives, including instruction and presentation, preparation of teaching materials and aids, behavior management and modification, and student-teacher relations and interactions
- Know how to recognize student challenges in curriculum assigned and recommend and provide enrichment lessons, assignments, etc. if necessary
- At least two years of college or have an associate's degree
- Ability to communicate and work effectively from a home/remote office location through the use of various online tools

### **Desired Qualifications:**

- Experience in an educational setting working with students in grades K-6
- Be able to handle and maintain good working relationships on an ongoing basis
- Must have the ability to communicate student progress and challenges in a constructive way with both teachers and students.

- Must be able to remain patient with each student, regardless of the child's varying abilities and background.
- Must be resourceful and creative in explaining lessons in a manner that is customized to each student's ability to absorb information.

**Essential Duties and Responsibilities:**

The duties of this position include, but are not limited to the following:

\*Professional development will be provided prior to any class assignments.

- Provide instructional reinforcement for individual students or small groups of students
- Help teachers with progress monitoring, grading, and other administrative tasks
- Assist with administrative duties such as setting up meetings and preparing materials
- Attend to students' physical, personal, academic, and emotional needs
- Support students with special needs by following provisions specified in their IEPs/504 Plans
- Perform other duties as directed by the lead teacher and administration
- Work under the direct supervision of IDLA lead teachers
- Guide and facilitate individual and small group virtual/distance learning
- Utilize curriculum, textbooks and learning resources provided by IDLA
- Assist students to communicate (email, video conferencing etc...)
- Communicate with parents/guardians regarding students' progress
- Follow scope and sequence of assigned curriculum with guidance from the certified classroom teacher
- Adheres to confidentiality with regard to student information
- Adhere to the Code of Ethics for Idaho Professional Educators
- Meet professional obligations through efficient work habits such as meeting deadlines, schedules, coordination resources and meetings in an effective and timely manner
- Establish and maintain collaborative working relationships with students, teachers and staff members, and other personnel
- Communicate effectively, both orally and in writing
- Demonstrate integrity and ingenuity in the performance of assigned tasks
- Perform all work duties and activities in accordance with Idaho Digital Learning Alliance policies,

procedures, and safety practices.

\*Background check will be conducted.

**Hours and Salary:**

This position will work in a full-time capacity during the 2020-2021 school year (August 17, 2020 - June 4, 2021). This position can be located anywhere in Idaho. Compensation is \$15 per hour. Full-time teaching assistants are eligible for insurance, retirement, and paid leave. Full-time positions will be provided necessary home office equipment and communication and internet connectivity as required by the position.

**Application:**

Position is open until filled. Applications are available online at [www.AppliTrack.com/idla/onlineapp](http://www.AppliTrack.com/idla/onlineapp)  
Documents required for a complete application included: current resume and letter of introduction. Application materials will only be accepted through the online application. Questions about the application process can be emailed to [hr@IdahoDigitalLearning.org](mailto:hr@IdahoDigitalLearning.org).