



Position Profile Behavior Trained Assistant

Level: Mid-level

Load: Full Time

Responsible to: Principal

Service Period:

Nature and Scope

To assist teachers to facilitate positive growth in all students and to ensure the development of their God-given gifts for Christ-like service in the world community.

Professional Responsibilities

1. **Modeling & Leadership**

- a. Model a personal commitment to Christ and Christian living
- b. Strive to inspire others to Christian commitment and living
- c. Maintain a positive Christian spiritual environment
- d. Consistently model professionalism
- e. Exhibit characteristics of being a life-long learner
- f. Assist in maintaining a positive classroom environment focused on growth and excellence
- g. Each student is uniquely and wonderfully made and as an image bearer of Christ. We are bound to maintain confidentiality in behaviors and learning abilities/challenges, communicating only with designated personnel.

2. **Supervision**

- a. Monitor student behavior through the use of the classroom teacher's management/discipline program to promote effective student learning
- b. Monitor and assist student(s) learning while the classroom teacher is engaged in small group or individual instruction
- c. Provide supervision of student(s) at school activities

3. **Supporting Student Learning**

- a. Assist student(s) one-on-one or in small groups in addressing their IEP goals-reading skills, writing skills, organizational skills, etc.
- b. Attend 504/IEP meetings as requested by LS teachers.
- c. May be requested to provide in multiple environments.
- d. Be available during the school day for student(s) who require accommodations on tests/quizzes or assistance on assignments. If the need for one-on-one or small group learning support services is deemed not necessary by the school administration for short or long periods of time, the TA would be expected to serve according to the general Teaching Assistant job description.

4. **Other Duties**

- e. Maintain accurate records for behavior goals
- f. Review and assist emergency procedures



- g. Assist in the classroom instruction, as requested by the classroom teacher
- h. Assist in checking daily assigned work
- i. Perform school-related duties as assigned by your administrator or supervisor
- j. other duties as assigned

4. **Communication & Collaboration**

- a. Maintain an attitude of openness and desire for communication
- b. Maintain workable relationships with colleagues, students, and parents
- c. Attend and participate in school meetings as requested by administrator or supervisor
- d. Maintain confidentiality as directed by supervisors

5. **Professional Development**

- a. Annually submit a written list of professional goals to the principal
- b. Participate in scheduled in-service, curriculum planning and professional development activities as requested
- c. Seek performance feedback from supervisor as part of self-evaluation procedure
- d. Take advantage of opportunities to learn of current developments in technology, educational, and instructional theory

Qualifications

1. Demonstrate a personal commitment to Jesus Christ as Savior and Lord
2. Exhibit a continuing sense of God's calling to service at Rosslyn Academy
3. Demonstrate a respect for diversity of culture
4. Demonstrate an appreciation for the diversity of the body of Christ
5. Have passed the Kenya Certificate of Secondary Education or higher.
6. Have a Kenya Teacher Service Commission Number.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing
8. Demonstrate the ability to use technology for word processing, data management and electronic communications
9. Agree and covenant to the Basic Tenets of Rosslyn Academy
10. Experience preferred in behavioral management techniques
11. Demonstrated ability to create, modify, and implement behavior intervention plans
12. Demonstrate the ability to collect and monitor data to determine effectiveness of behavior intervention plan

N.B (This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, workload, rush jobs, or technological developments).