



Takoma Academy Preparatory School is seeking to fill the following positions for the 2017-2018 School Year (Please see the attached job descriptions and responsibilities.)

- Art Teacher
- Plant Operations Manager
- Prep Kids After School Support
- Educator Assistants

**Application Process:**

- Submit intent via cover letter and resume to Carla Thrower...[principal@taprep.org](mailto:principal@taprep.org) by February 20, 2017, 5 pm.
- All documents will be reviewed by February 24, 2017 by the administration of Takoma Academy Preparatory School. If the administration/administrative core team deems that your skill set, education, certification (if applicable) experience, and recommendations are a match for the position that you are applying, you will be contacted for an interview.
- Recommended applicants will be presented to the TA Prep board for review, consideration and vote. Voted names will then be sent to the Potomac Conference Office of Education for review, consideration and vote.
- Please direct all questions via email to Carla Thrower...[principal@taprep.org](mailto:principal@taprep.org)

<b>ART TEACHER</b>
<p><b>DESCRIPTION:</b> Plans and provides for appropriate learning experiences for students. Provides an atmosphere and environment conducive to the intellectual, spiritual, physical, social and emotional development of all students. Supervises students in a variety of school related settings. Monitors and evaluates student outcomes. Communicates and interacts with students, parents, and staff. Develops, selects and modifies instructional plans and materials to meet the needs of all students. Maintains appropriate records and follows required procedures and practices. Monitors appropriate use and care of equipment, materials and facilities.</p>
<p><b>EDUCATION, TRAINING, AND EXPERIENCE:</b> Bachelor's degree in applicable field of education from an accredited college or university. NAD Certification</p>
<p><b>EXAMPLES OF DUTIES AND RESPONSIBILITIES:</b></p> <p>Plans a program that, meets the needs, interests and abilities of students Kindergarten through 8<sup>th</sup> grade.</p> <p>Submits and implements lesson plans that are aligned with NAD requirements.</p> <p>Creates a classroom environment that provides for student involvement in the learning process and enables each student to achieve learning objectives.</p> <p>Guides the learning process toward the achievement of curriculum goals and in harmony with the goals, establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.</p> <p>Plans for and utilizes instructional methods, resources and evaluation techniques which motivate and enable each student to achieve learning objectives.</p> <p>Takes all necessary and safety precautions to protect students, equipment, materials and facilities.</p> <p>Maintains accurate and complete records as required by law and NAD.</p> <p>Develops rules of classroom behavior and procedure, and maintains order in the classroom.</p> <p>Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.</p> <p>Establishes relationships with colleagues, students, and parents.</p> <p>Strives to maintain and improve professional competence.</p> <p>Participates in school management and shares responsibility for the total school program.</p> <p>Attends staff meetings and serves on staff committees as required.</p> <p>Performs related work as required.</p>
<p><b>Takoma Academy Preparatory School is seeking an Art Teacher who...</b>provides instruction in a number of creative and challenging activities aimed at children in grades K-8. The expectation is that the art teacher develop daily lesson plans and introduce students to a number of traditional art forms, including drawing and sculpture where students are encouraged to think both critically and imaginatively. The art teacher is responsible for acquiring and managing art supplies and expected to use technology, such as software and interactive technology programs in the classroom. The art teacher is expected to integrate art instruction with other subjects, such as Bible, STEM, Social Studies, and Language Arts.</p>

<b>PLANT OPERATIONS MANAGER</b>
<p><b>DESCRIPTION:</b> Management of the school plant, building operations, property and ground. This is inclusive of maintaining sanitary, safety, and operating standards, and security of a school plant. General and special instructions are received from the school administration. Plant Operations Managers are considered emergency personnel and are required to report to buildings during inclement weather as appropriate and deemed by the administration.</p>
<p><b>EDUCATION, TRAINING AND EXPERIENCE:</b> High School or GED diploma required. Experience in general cleaning and maintenance of buildings and grounds. Other combinations of applicable education, training, and experience which provide the knowledge, abilities and skills necessary to perform effectively in the position.</p>
<p><b>EXAMPLES OF DUTIES AND RESPONSIBILITIES:</b>  Duties listed are examples of work to be performed. Not all duties assigned are included.</p> <p>Assures that the school building is clean and in good condition and that the grounds are monitored and in good condition.</p> <p>Assigns and supervises the work of building service personnel/vendors (cleaning crew, rental managers etc.).</p> <p>Inspects the building and grounds to assure continuance of: acceptable standards of cleanliness and sanitation. Ensures adequate security and safety conditions through proper opening and closing of buildings.</p> <p>Identifies and submits work order request for needed repairs or makes emergency repairs and/or adjustments where possible.</p> <p>Removes or requests removal of hazardous conditions.</p> <p>Advises staff on the efficient and productive use of materials and manpower by instructing employees in the proper use of time, supplies and equipment.</p> <p>Requisitions and distributes supplies.</p> <p>Monitors conditions necessary for occupant comfort level through heating and air conditioning equipment, grounds, lawns, shrubbery, walkways, parking areas, and the building in general and makes changes accordingly.</p> <p>Represents Takoma Academy Preparatory School in managing the use of the facility with staff and community, in the following areas: moving furniture and equipment, preparation of the facility for the next or following day's use and other elements required to prepare the building for students, staff or rental use.</p> <p>Assures that all equipment is clean and in proper working order.</p> <p>(Special requirements such as lifting heavy objects and frequent climbing.) Sufficient physical strength and freedom from disabling defects to permit the lifting and moving of heavy objects (minimum 50 lbs.) and to perform manual labor.</p> <p>Performs a variety of related work as required.</p>
<p><b>Takoma Academy Preparatory School is seeking a Plant Operations Manager who...</b> will be responsible for the management of the school plant, building operations, and property and ground. This position is for someone who takes pride in their work and is concerned about the aesthetics of the school and wants to ensure that it is a functioning building that is attractive and clean.</p>

<b>PREP KIDS AFTER SCHOOL ASSISTANTS</b>
<p><b>DESCRIPTION:</b> The expectation for the Prep Kids After School program is to coordinate all activities involved with the safe and effective operation of an after school program.</p>
<p><b>EDUCATION, TRAINING AND EXPERIENCE:</b> Minimum of 3 years' experience working with grade school children and the ability to plan and carry out age appropriate activities. Dependable and efficient with strong planning and organizational skills;  The ability to adapt to change, perform multiple tasks, and work independently;  An outgoing and enthusiastic personality who enjoys working with others;  Current first Aid/CPR Certification (or within 3 months of employment)</p>
<p><b>EXAMPLES OF DUTIES AND RESPONSIBILITIES:</b>  Provide students with activities that promote their physical and intellectual development.  Coordinate the creating, planning and maintaining of a safe and healthy learning environment.  Utilize positive strategies to support the social and emotional development of all the students.  Promote positive behaviors and professionalism  Assist and monitor students during program hours.  Maintain accurate and up to date student program records.  Follow procedures for receipting payments.  Perform related duties and responsibilities as requested by the principal.</p>
<p><b>Takoma Academy Preparatory School is seeking Prep Kids after school personnel who...</b> provide after school activities that meet appropriate professional standards and adhere to the core values of Takoma Academy Preparatory School.</p>

<b>EDUCATOR ASSISTANTS</b>
<p><b>DESCRIPTION:</b> Assists teachers by performing a variety of to promote student learning. This is inclusive of working with individual students and in small groups to reinforce instruction, monitors performance, and support learning.</p>
<p><b>EDUCATION, TRAINING AND EXPERIENCE:</b> A minimum of nine credit-hours related to education field such as behavior management, instructional strategies, and/or one year experience working with students in structured educational (or academic). Applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.</p>
<p><b>EXAMPLES OF DUTIES AND RESPONSIBILITIES:</b>  Duties listed are examples of work to be performed. Not all duties assigned are included.</p> <p>Works with the teacher to provide instructional and/or developmental activities for students.</p> <p>Assists individual and groups of children to reinforce learning initiated by a teacher in various subject areas and motor activities</p> <p>Assists teachers with content-area instruction for small groups or with individual students.</p> <p>In collaboration with the classroom teacher, implements consistent reinforcement of appropriate student behaviors, as well as surface management strategies to address the behaviors of students experiencing difficulties.</p> <p>Provides support to all students.</p> <p>Assists in administering alternative tests and assessments.</p> <p>Alerts teacher to individual student needs.</p> <p>Reviews and reinforces classroom lessons and learning experiences with students requiring individual or close attention.</p> <p>Assists teachers planning for and conducting classroom activities.</p> <p>Assists teacher in carrying out classroom activities; prepares instructional materials requiring knowledge of the instructional subject matter.</p> <p>Sets up and operates equipment.</p> <p>Assists in administering tests and examinations</p> <p>Helps maintain order and discipline and assists in managing the behavior of students.</p> <p>Assists with teaching classes of basic skills and may monitor a computer, writing, or other technology laboratory under general supervision.</p> <p>Supervises students between classrooms, during lunch period and recess, and during playground activities; eats lunch with students, and provides physical and instructional assistance as needed.</p> <p>Assists in arrival and departure routines of assigned students.</p> <p>Responds to parent inquiries and concerns by referring parents to the appropriate professional.</p>
<p><b>Takoma Academy Preparatory School is seeking Educator Assistants who...</b> enjoy assisting the classroom teacher with instruction and working with students in small groups to reinforce learning an ensure student success.</p>