

**Independence Charter School**  
**NON-TEACHING ASSISTANT (NTA)**  
**Position Description**

Independence Charter School is looking to hire part-time Non-Teaching Assistants for the 2022-2023 school year.

**Responsibilities**

Working under the direction of the Dean of Students and Climate Coach, the Non-Teaching Assistant (NTA) has the following responsibilities:

**Student Support and Supervision**

- Provides supervision of students and maintains a cooperative atmosphere in designated assignment area(s)  
- (cafeteria, hallway, classroom, recess in playground/yard, gymnasium)
- Circulate among students and attempt to resolve minor problems as they arise
- Report urgent, safety or behavioral situations in a timely manner to the Dean of Students and/or Climate Coach
- Engage with students during organized play.
- Supervision of students for indoor recess including during inclement weather (light rain and cold/hot temperatures)
- Provide recess equipment and assume responsibility for daily storage after recess periods end

**Administrative**

- Assists as directed by the Dean and/or Climate Coach with administrative tasks
- Reports any urgent, safety, or behavior situations in a timely manner (verbally and in writing, as indicated by school policy)
- Other duties as assigned

**Qualifications**

- Prior work with children ages 5 - 14 years old is a must
- Previous work experience in a school setting is preferred
- The ability to de-escalate and problem solve issues with students is necessary
- Demonstrated ability to work successfully with children and adults
- Willingness to work outside in inclement weather conditions (light rain and cold/hot temperatures)
- Proven willingness and ability to collaborate with a diverse community of colleagues, parents/guardians and community members
- The ability to maintain reliable and consistent attendance
- Proven ability to take initiative and to problem solve when necessary
- Good physical health and ability to perform assigned duties
- Minimum of High School Diploma or GED
- Must obtain required PA Criminal, FBI and Child Abuse Clearances and proof of US citizenship or legal resident alien status