



The Gow School

Job Title: Instructional Assistant
Department: Faculty
Supervisor(s): Dean of Students, Head of Upper School, Head of Middle School
Position Overview: *Instructional Assistants will work with the deans and heads of middle and upper school to instill a climate at The Gow School that is conducive to student learning emphasizing mutual respect and safety.*
Employment Classification: Full-time, exempt
Scheduled Days and Hours: As needed

Essential Job Functions:

- Dorm Parent – Living in a school appointed residence. Supervising students while in the dorm.
- Coach 2 athletic seasons
- Travel responsibilities – Will be asked to drive students to that airport during designated travel times. May also be asked to run students to the airport as needed.
- Substitute teaching – Will be asked to substitute classes as needed
- Medical Driver – Will be asked by Head of Upper School, Head of Middle School or Dean of Students to run students to scheduled and emergency medical visits
- General duties – Will be called upon to step in and fill the needs of the school on an as needed basis. This would include: assistance with ceremony and event chaperoning, helping with the needs of the business office (cars to the mechanic), and any other need that school may have.
- Enforce and reinforce student conduct consistent with building and district policies
- Understand and apply due process in a considerate and dignified manner
- Communicate with students, staff and parents in a positive and professional manner
- Able to promote high expectations, demonstrate a caring attitude and establish an environment that supports high achievement in students
- Uses positive and productive techniques for improving student behavior
- Works collaboratively with parents and staff
- Advocates for the school its staff, students and programs.
- Reports regularly to parents using a variety of strategies and is responsive to parental concerns
- Enforces school rules, manages student behavior, and maintains accurate records of student attendance, conduct and academic performance records
- Actively participates as a team member during meetings with faculty, staff and administration in reaching educational goals
- Is enthusiastic, flexible and committed to students reaching high learning standards
- Bachelor's degree required.
- Other duties as assigned

The Gow School community is guided and unified by a set of core beliefs, embodied in our Four Pillars of kindness, respect, honesty, and hard work. We seek employees who embrace and value these beliefs.