About Hilltop Schools
Hilltop Schools is a new Liberian NGO that will work to promote children’s rights to education, health, and protection. We envision an organization of high impact and integrity. Hilltop Schools was launched to carry on the activities and mission of More Than Me following its closure. Hilltop Schools is committed to leveraging the best prior work of More Than Me with improved Liberian leadership, governance, and accountability.

Role Summary
Hilltop Schools, Inc. (HSI) seeks to retain the services of a Teacher Assistant to provide Assistance to the main classroom teacher to design flash cards, arrange the classroom to enhance smooth learning for the pupils.

The Teacher Assistant is supervised by the Principle/VPI of Hilltop Schools, Inc. (HSI) who supports him/her as necessary to carry out the responsibilities of the position, as indicated below:

- Help ensure that instructional accommodations or modifications are present during assessment time as well;
- Assist the main classroom teacher to design flash cards, arrange the classroom to enhance smooth learning for the pupils;
- Work along with the main classroom teacher to plan daily lessons, and strategize how the planned lessons will be presented to the pupils through recitation, pictorial, singing, etc.;
- Provide backup support to the main classroom to keep pupils calm and attentive to their lessons;
- Stay apprised of the student’s transition plan from year to year;
- Support the school's culture and practices for inclusion; conduct all work activities in a professional manner
- Assess student learning needs in the classroom on a concrete basis deploying strategies as directed by the lead-teacher in the classroom;
- Keep rigorous data on accommodation and/or modification and/or alternate programming to classroom tasks;
- Suggest and enact beneficial reductions in support, so that pupils can foster self-reliance and independence as appropriate;
- Assist classroom teachers in implementing and tracking alternate teaching and learning strategies;
- Provide mainstream pupils with strategies for patience and inclusion in classroom and extracurricular activities;
- Support pupils as they strive to meet academic and developmental need - ensure that metrics are in place so that every small success is measureable
- Carry out measures to address student need in the classroom on a focused basis
- Perform other duties as may be assigned from time to time by the Principal/VPI.

Application Process and Deadline
All interested candidates are requested to please send via email: one (1) letter of application indicating your qualifications for the post, a c.v. and at least 3 references and their contact details to the following email addresses: margretta@hilltopschools.org; careers@hilltopschools.org. Deadline for sending application letters is Monday, December 23, 2019 @ 5pm. Only short-listed candidates will be contacted.