

Title: Teaching Assistant

Compensation: \$36,700+ benefits

Reporting to: Principal, Daniela Rubio

Start Date: 7/22/19

Austin Achieve Public Schools is a tuition-free, open-enrollment public charter school preparing East Austin youth to attend and excel at the nation's top colleges and universities. Teachers play an essential role in the success of Austin Achieve scholars, as high-quality teaching is the key to student achievement. Additionally, teachers and staff will play a critical role in the development of the school's culture and educational philosophies.

Essential Duties and Responsibilities:

1. Arrive on time for all scheduled events/opportunities.
2. Attend professional development training with elementary school teachers before the beginning of the school year and throughout the year.
3. Attend weekly staff meetings and school events.
4. Serve as a positive adult mentor for scholars.
5. Assist lead teacher in preparing instructional materials, classroom bulletins, and other educational displays.
6. Work closely with students and reinforce skills introduced by the teacher.
7. Tutor individual students (e.g., help them prepare assignments or explain material they do not understand); assist with independent work.
8. Conduct small groups such as reading groups.
9. Monitor student behavior (e.g., during bus loading, on the playground, in the cafeteria and hallways, and when the teacher is absent from classroom); follow up with behavior plan consequences for students as necessary.
10. Ensure that specific materials and supplies are ready for classroom use.
11. Operate classroom technology such as projectors, Chromebooks, and tablets.

Statement of Non-Discrimination: In keeping with our beliefs and goals, no employee or applicant will face discrimination/harassment based on race, color, ancestry, national origin, religion, age, gender, marital/domestic partner status, sexual orientation, gender identity, disability status, or veteran status. People of diverse backgrounds are strongly encouraged to apply.

12. Correct homework assignments and grade papers.
13. Perform clerical duties such (recording attendance/grades and duplicating/laminating material).
14. Assist children in eating or using the bathroom when necessary.
15. Provide first aid and care for sick children, as necessary.
16. Clean classrooms or eating areas.
17. Call parents/guardians to discuss students' progress or disciplinary problems.
18. Other Duties as assigned

Qualifications:

1. Deep-seated belief in the mission and vision of Austin Achieve
2. Be willing to do “whatever it takes” to ensure all scholars learn
3. Reflect on your own practices and model “growth mindset.”
4. Experience in collaboratively developing lesson and unit plans
5. Desire to teach with technology and innovative practices.
6. Native Spanish fluency desired but not required.
7. Minimum Educational Qualifications: This position requires a minimum of 60 college hours or an Associate's degree or higher from an accredited college or university; or, a high school diploma (or equivalent)

How to Apply: Submit a letter of intent and resume online at <https://austinachieve.org/careers/> or email Lower Elementary School Principal, Daniela Rubio, at drubio@austinachieve.org.

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