COMMUNITY
SCHOOL

Job Title: Teaching Assistant

About Community School: Community School is a small, secular, independent school for children ages 3 to 14, serving preschool through middle school. Welcoming students from all racial, cultural, religious, and economic backgrounds, we're rooted in progressive education and focused on nurturing the whole child through hands-on learning, an integrated curriculum, and a strong sense of community.

Job Summary: Community School seeks a collaborative, creative, and flexible teaching assistant to join our faculty. The ideal candidate will work primarily with students ages 10-14 to teach and support executive functioning skills, provide classroom support for teachers as needed, cover a variety of duties, and be willing to shift as needed. This role involves planning and teaching lessons that support executive functioning and study skills, coordinating with classroom and enrichment teachers as appropriate, and completing all necessary paperwork and documentation for our school community. While the role is primarily focused on middle school ages, the ideal candidate will be able to work with students ages 3-14.

Responsibilities

- Build positive relationships with students, colleagues, and families
- Plan and implement weekly lessons that are engaging, integrated, and experiential for middle school students
- Follow a progressive education pedagogy, which prioritizes and honors student voice and choice, experiential learning, and allows for reflection and growth
- Work collaboratively with the middle school team, enrichment team, and other school faculty and staff
- Provide constructive feedback for students at an age-appropriate level
- Maintain a supportive, kind, and collaborative classroom environment
- Monitor students in a variety of settings
- Complete school paperwork throughout the year to document and communicate with families regarding students' progress
- Communicate with families
- Support teachers in a variety of ways
- Cover campus duties, such as lunch/recess duty, etc.
- Fill in for teachers who are out

- Complete other duties as assigned by Administrative or Executive Directors

Qualifications

- Bachelor's degree in a related field required
- Coaching or teaching experience
- Experience working in an educational setting, preferably with students ages 10-14
- Strong organizational and communication skills
- Commitment to progressive education, focused on collaboration, integrated curriculum, and experiential learning
- Strong interpersonal skills

Please include a statement of educational philosophy when applying for this position.

Location/Work Hours: 18-20 hours a week; all work done on-site. Hours vary by day.

Salary: Starting rate: $18 an hour

**Please note that some of the duties may extend outside of the traditionally scheduled school day*