



Updated: 7/15/2024

JOB DESCRIPTION • School Partnership Teaching Assistant (TA)

Non-exempt part-time position

Hours, Attendance & In-Person/Remote/Hybrid Expectations

Up to 24 hours/week depending on Partnership School Schedule

In-person, student-facing

Purpose

The Teaching Assistant (TA) assists the lead teacher in implementing the Eliot School art curriculum at the organization's partner schools. The TA works collaboratively with the classroom lead teacher to ensure students thrive artistically, academically, socially, and emotionally. At the direction of the lead teacher, the TA provides art instruction, individual support to students, and ensures a safe and welcoming learning environment in the classroom. The TA is responsible for substitute teaching the class when the lead teacher is absent.

This position is a training role, offering the potential for advancement to a lead teacher at the Eliot School. You'll also have the unique opportunity to work across our diverse programs, broadening your experience and skills.

The person in this position supports the Eliot School's racial equity transformation, collaboratively building practices and processes guided by a demonstrated commitment to racial equity. They promote and sustain a culture of 'radical welcoming' throughout the Eliot School and its functions, supporting an environment welcoming to all.

They support the Eliot School's [mission, values, welcoming commitment, and strategic plan](#).

Essential Duties & Responsibilities

- Support the Lead Teacher in providing art instruction to public school students through the school year, assisting in implementing the lead teacher's lesson plans.
- Assist small group, whole class, or individual students.
- Attend Lead Teacher/TA meetings.
- Help Lead Teacher with classroom discipline to always ensure the well-being and safety of children.
- Occasionally plan and lead classroom lessons under the Lead Teacher's guidance.
- Substitute teach in the event of the Lead Teacher's absence.
- Serve as a positive ambassador for the Eliot School.
- Perform other duties as necessary.

Qualifications

- Bachelor's of Arts degree or related preferred.
- 1-2 years of experience in visual arts and/or woodworking in K-12 educational settings.

Required Skills & Abilities

- Ability to work independently, collaboratively, and reliably and to manage one's time.
- Good organizational skills, attention to detail, creativity, and resourcefulness.
- Flexibility working in a learning environment.
- Comfort with technology.
- Demonstrated cultural competence and the ability to sustain trusted relationships across differences.
- Enjoyment being around young people.

Physical Demands & Work Environmental Factors

The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this job, the employee may be required to:

- Work in person at partner schools; parking at school sites is not guaranteed.
- Climb up to 1 to 3 flights of stairs.
- Travel to current and prospective partner sites and other work-related locations.

Salary & Benefits

The starting rate is \$21 per hour, including healthcare, dental, and eye insurance, employer match for retirement plan, and family & medical leave.

To Apply

Please send your resume, cover letter, and three professional references to Irene Rosa, Manager of Youth Partnership and Engagement, at irosa@eliotshcool.org, with "Teaching Assistant - SCP" in the subject line. You may also email Marjorie Saintil-Belizaire, Director of Youth Programs at msbelizaire@eliotsschool.org.