



TITLE I INSTRUCTIONAL AIDE

ABOUT TEACH PUBLIC SCHOOLS

TEACH Public Schools is a growing non-profit Charter School Management Organization designed to significantly increase college entrance and graduation rates for underserved students in Los Angeles. Our mission is to create a high quality, innovative teaching and learning environment that focuses on literacy; integrating state-of-the-art technologies across the core curriculum to achieve academic proficiency for all students. Currently, TEACH Public Schools operates 3 tuition-free, open-enrollment public charter schools in the South Los Angeles area.

POSITION DESCRIPTION & OPPORTUNITY

ESSENTIAL DUTIES AND RESPONSIBILITIES, LISTED BUT NOT LIMITED, BELOW:

Job Overview: The Title I Instructional Aide supports the delivery of educational services to students who are eligible for Title I support, working under the supervision of the Title I Coordinator and classroom teachers. This role involves assisting in the implementation of curriculum, enhancing student learning, and helping to manage classroom dynamics to provide a supportive learning environment.

Key Responsibilities:

1. Instructional Support:

- Assist in the preparation and delivery of daily lesson plans and instructional materials.
- Work directly with students, individually or in small groups, to reinforce learning concepts, help complete assignments, and improve academic performance.
- Support the integration of technology in learning activities and help students use educational software and devices.

2. Classroom Management:

- Help maintain a structured and clean classroom environment that is conducive to student learning.
- Assist in managing student behavior in the classroom by enforcing school rules and behavioral standards.
- Support teachers in documenting student progress and challenges.

3. Student Engagement:

- Encourage student participation and engagement in all activities.
- Identify students who require additional support and collaborate with teachers to provide the necessary assistance.
- Facilitate activities that promote peer interactions and inclusive educational practices.

4. Administrative Assistance:

- Help with the organization and management of classroom resources and materials.
- Assist in the collection and recording of data on student performance and attendance.

- Participate in faculty and parent meetings as required.

5. **Professional Development:**

- Participate in professional development and training related to Title I programs, instructional strategies, and classroom management.
- Continuously seek to enhance skills and knowledge to provide the best educational support to Title I students.

QUALIFICATIONS & COMPENSATION

Qualifications:

- **Required:** High school diploma or equivalent.
- **Preferred:** Associate's degree or higher in Education, Child Development, or a related field.
- Experience working with children in an educational setting, preferably in a Title I program.
- Strong interpersonal and communication skills, capable of effectively engaging with students, staff, and parents.
- Adept at using technology and educational software tools.
- Ability to work collaboratively in a diverse team environment.

Application Process: Interested candidates should submit a cover letter, resume, and three professional references to the HR department of TEACH Academy of Technologies. Applications will be accepted until the position is filled.

DISCLAIMER: This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between the Institution and its employees.