



## **Achieve at Noble and Greenough School Summer 2020 Teaching Assistant Job Description**

Thank you for your interest in working at Achieve! Our middle school students come from low-income families in Boston and represent different ethnic groups, religions, and family backgrounds. Achieve seeks to increase our students' academic skills, motivation, and self-confidence and put them on the path to college.

As we head into our thirteenth summer, we aim to continue building strong relationships with our students while engaging them in a rigorous academic experience. Teaching Assistants are important members of the Achieve team, and they are essential to our students' academic and personal success.

### **Qualifications:**

- Current college student, recent college graduate, graduate student, or new teacher.
- Experience and/or interest in working with middle school students in grades six through eight.
- Strong ability to collaborate and communicate effectively.
- Excellent organizational skills.
- High energy and a sense of humor!

### **Responsibilities:**

- Provide a consistent adult presence all day.
- Support a Master Teacher in English, Math, or Science with teaching and classroom management.
- Serve as an advisor.
- Lead enrichment activities, academic intervention and book clubs.
- Attend all morning and afternoon meetings, and lead several afternoon meetings.
- Chaperone field trips on Fridays.
- Carry out other duties, as assigned by Directors.

### **Summer Dates:**

- Staff Orientation: June 19<sup>th</sup>, 22<sup>nd</sup> and 23<sup>rd</sup> 2020 (dates may change depending on snow days)
- Summer Session: June 24<sup>th</sup> – August 5<sup>th</sup>, 2020 (dates may change depending on snow days)

### **Salary: \$3000**

### **To apply for a Teaching Assistant position at Achieve:**

- Complete and submit the following materials by Friday, February 14, 2020:
  - Required short answer / essay questions – see following page.
  - A current résumé listing relevant coursework and experience.
  - An official school transcript.
- Submit two letters of recommendation (via mail or email) by Friday, February 21, 2020.
  - Family members and peers should not serve as recommenders.

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### Teaching Assistant Required Questions

Please submit your *typed* responses to the following questions.

1. a. Have you worked with middle school students? If yes, in what capacity?  
  
b. Have you worked at a program like Achieve? If yes, please list program(s) and year(s).  
  
c. Have you attended a program like Achieve? If yes, please list program(s) and year(s).
2. How would you describe yourself in the classroom setting? If you do not have classroom experience, describe you how build relationships with young people.
3. Why are you interested in working for an educational access program like Achieve?
4. Tell us about a problem you cannot solve.