



**The Achieve Program at Noble and Greenough School**  
**Teaching Assistant Job Description**  
**Summer 2021**

Achieve partners with families to empower motivated students from underserved Boston communities to close the opportunity gap. With middle school programming and support through high school and college, our community provides transformative academic and enrichment experiences, and fosters enduring mentoring relationships that inspire confidence, learning and joy.

Achieve students are motivated, resilient and thoughtful young people who grow into extraordinary leaders. Our middle school scholars attend Boston's district and charter public schools, come from low-income families, and represent diverse ethnicities, religions, and family backgrounds. Achieve seeks to increase our students' academic skills, motivation, and self-confidence, and put them on the path to college.

Despite the limitations of the current pandemic, we aim to continue building strong relationships with our students while engaging them in a rigorous academic experience, in-person. **Teaching Assistants** are critical members of the Achieve team, and they are essential to our students' academic and personal success. Candidates must possess a strong interest in working with urban students in a fun, challenging, and enriching academic environment.

**Qualifications:**

- Current college student, recent college graduate, graduate student, or new teacher
- Experience and/or interest in working with middle school students (grades 6 through 8)
- Experience serving marginalized communities; demonstrated commitment to social and racial justice
- Strong ability to collaborate and communicate effectively
- Excellent organizational skills
- High energy and a sense of humor!

**Responsibilities:**

- Provide a consistent adult presence in all spaces throughout the day
- Actively support a Lead Teacher in English, math or science with teaching and classroom management
- Co-lead an advisory group
- Contribute to a nurturing environment with consistent communication amongst community members
- Lead enrichment activities, book clubs, and provide academic intervention
- Attend all staff meetings and community-wide morning and afternoon meetings
- Support field trips and other programming on Fridays
- Carry out other duties as assigned by the directors

**2021 Summer Dates:**

- Staff Orientation: week of June 28<sup>th</sup> through July 2<sup>nd</sup>
- Summer Program: Tuesday, July 6<sup>th</sup>– Thursday, August 5<sup>th</sup> (program closed on July 5<sup>th</sup>)

**Salary: \$3000**

**To apply for a Teaching Assistant position at Achieve, please email the following materials to [achieve@nobles.edu](mailto:achieve@nobles.edu) by Monday, March 15, 2021:**

- Required short answer/essay questions (see following page)
- Current résumé including relevant coursework and experience
- An official school transcript
- Two letters of recommendation (excluding friends or family members)

## Teaching Assistant Required Questions

1. Have you ever attended a program like Achieve? If yes, describe the program and your experience.
2. Have you ever worked at a program like Achieve? If yes, describe your role and experience.
3. How would you describe yourself in the classroom setting? If you do not have classroom experience, describe how you build relationships with young people.
4. Tell us about a problem you cannot solve.
5. Why are you interested in working for an educational access program like Achieve?
6. Why do you think it's important to learn about race/racism and class/classism and its impact on modern education?