



TITLE III 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 III Instructional Aide is dedicated to supporting the educational and linguistic development of English learners and immigrant students. This role assists in implementing instructional programs and activities designed to promote language acquisition and academic success, under the supervision of the ESL Coordinator and classroom teachers.

Key Responsibilities:

1. Instructional Support:

- Assist in delivering language instruction educational programs that cater specifically to the needs of English learners and immigrant students.
- Support classroom teachers in providing language enrichment activities and adapting lessons to meet the needs of English learners.
- Help prepare instructional materials that facilitate language development and content understanding.

2. Student Engagement:

- Work directly with students in small groups or individually to reinforce language learning and assist with classroom assignments.
- Encourage students to practice language skills and participate actively in all classroom activities.

3. Parent and Community Engagement:

- Assist in organizing and conducting parent involvement activities such as workshops that inform parents about how they can support their children's education and language acquisition.
- Facilitate communication between the school and non-English-speaking parents.

4. Assessment Support:

- Help administer and monitor English language proficiency assessments under the guidance of licensed staff.
- Assist in collecting and organizing data related to students' language development for program evaluation.

5. **Professional Development:**

- Participate in training and professional development opportunities relevant to teaching English learners and understanding cultural diversity.
- Apply new skills and strategies learned through professional development in daily interactions with students.

QUALIFICATIONS & COMPENSATION

Qualifications:

- **Required:** High school diploma or equivalent.
- **Preferred:** Associate's degree or higher, preferably in Education, Linguistics, or a related field.
- Experience working with children, particularly in a multilingual or multicultural setting.
- Effective communication skills in English; proficiency in another language commonly spoken by the student population is highly desirable.
- Knowledge of or experience in programs designed to support English language development.
- Strong interpersonal skills, with a proven ability to work collaboratively in a diverse 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.