**Position Title:**

Teacher Assistant for the 2019-2020 school year

*The Achievement School District is accepting applications for the following Teacher Assistant positions (please select one or more content area that you are qualified for):*

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| --- |
| *General Education* |
| *Functional Skills* |
| *Pre-Kindergarten*  |

**Location:**

Achievement Schools in Memphis, Tennessee:

Corning Achievement Elementary

Frayser Achievement Elementary

Georgian Hills Achievement Elementary

Whitney Achievement Elementary

**About the Achievement Schools:**

Our goal is ambitious: move the bottom 5% of Tennessee's Schools into the top 25%. We cannot do this without outstanding people leading our classrooms and schools. The ASD is a people powered, student driven organization. We need people who are not only excited about the mission to transform the bottom 5% of schools, but who are also committed to it. The work is exciting, the work is challenging, and it may be for you.

**Position Description:**

The role of the Teaching Assistant is to assist teachers with class work and/or assist with the daily care of students. Their responsibilities under the direction of the classroom teacher.

**Specific Position Responsibilities:**

* Discuss assigned duties with classroom teachers in order to coordinate instructional efforts
* Conduct one-on-one or small group instruction settings with class routines and in transitioning from one activity to the next
* Collect date documenting student behavior for instructional puposes
* Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations
* Present subject matter to students under the direction and guidance of teachers using lectures, discussions, or supervised role-playing methods
* Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips
* Distribute teaching material such as textbooks, workbooks, papers, and pencils to students
* Grade homework and tests, and compute and record results using answer sheets or electronic marking devices
* Observe students’ performance and record relevant data to assess progress
* Participate in teacher-parent conferences regarding students’ progress or areas of development
* Prepare lesson outlines and plans in assigned subject areas and submit outlines to teachers for review
* Provide extra assistance to students with special needs, such as non-English speaking students or those with physical and mental disabilities
* Maintain computers in classrooms and laboratories, and assist students with hardware and software use

**Benefits of Working at the Achievement Schools:**

* Leading change in underserved students and communities
* Ongoing professional development, coaching, and support
* A centralized curriculum planning and coaching team which will support your planning efforts in the classroom
* Proven, experienced Memphis leadership in schools and at the network leadership level
* Generous compensation with opportunities for significant growth and leadership
* Comprehensive and competitive benefits package including medical, dental, vision, life insurance, and retirement
* Benefits and perks of employment with the State of Tennessee, including (but not limited to) state higher education fee discounts / waivers
* Eligible for public service student loan forgiveness

**Qualifications:**

* High School Diploma or GED.
* Experience in working with children.

**Salary and Benefits:**

Monthly rate of pay is $2,917. Pay will be commensurate with qualifications. The benefits package includes medical, dental, vision, life, disability, flexible spending accounts, and a retirement/pension plan through the Tennessee Consolidated Retirement System (TCRS).

**To Apply:**

Please e-mail a cover letter, resume, and contact information for three professional references to Emily.Banks@tn.gov. Make the subject of the email the content areas that you are interested in applying for.

*Pursuant to the State of TN's policy of non-discrimination, the Department of Education does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.*