Achieve at Noble and Greenough School Summer 2016
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 eighth 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. Candidates must possess a strong interest in working with underserved 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 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.
- Tutor students as needed during study hall.
- Lead enrichment activities.
- Attend all morning and afternoon meetings, and lead several afternoon meetings.
- Chaperone field trips on Fridays.
- Carry out other duties, as assigned by Directors.

2016 Summer Dates:
- Staff Orientation: June 20 – June 24, 2016
- Summer Session: June 27 – August 3, 2016

To apply for a Teaching Assistant position at Achieve:
Complete and submit the following materials by Friday, February 19, 2016:
- 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, March 4, 2016.

*By invitation only: Visit the campus for a tour and interview with the Directors. We will review applications and fill positions on a rolling basis.

Nora Dowley-Liebowitz
Achieve at Noble and Greenough School
10 Campus Drive Dedham, MA 02026
office: 781.320.7125 achieve@gmail.com
www.theachieveprogram.org
Achieve at Noble and Greenough School Summer 2016
Teaching Assistant Required Questions

Please submit your typed responses to the following questions along with your current résumé and official school transcript.

1. Have you ever worked with middle school students? If yes, in what capacity?

2. Have you ever worked at a program like Achieve? If yes, please list program(s) and year(s).

3. Have you ever attended a program like Achieve? If yes, please list program(s) and year(s).

4. Why have you decided to apply to teach at Achieve? What impact do you hope to have on your students?

5. Teachers wear many hats on any given day at Achieve: teacher, mentor, friend, disciplinarian, and chaperone. Parents entrust us with their children and we, in turn, need to hire responsible, committed, compassionate people to work with our students. What makes you a good role model for Achieve students? Why should we, and the students’ parents, trust your judgment in difficult situations?

6. Please tell us about your experiences in the classroom or as a tutor. Describe both a challenge and a triumph that you have had while working with a class or a student.