



Teaching Assistant

Start Date: August 2012

Location: Harlem, NY

The Neighborhood Charter School of Harlem has been chartered by the New York State Education Department and will open in Central Harlem in August 2012 beginning with kindergarten and first grade. The school has an accomplished and committed Board, which includes its two founders as well as a Head of School. We are looking for experienced, dedicated, and motivated educators who are excited by the challenge of being part of a new school.

Mission of the School

Our mission is to provide the children of Harlem with new educational opportunities through a rigorous, comprehensive K-8 program that cultivates the intellectual, social and emotional development of each child. Our students, who will include high-functioning children with autism spectrum disorders, will become independent learners and critical thinkers, will acquire the academic skills that they need to succeed in college preparatory high schools and will exhibit the social and emotional skills that will allow them to reach their full potential.

Responsibilities of our Teaching Assistants

- Assist with classroom management duties
- Develop standards-aligned lessons and activities
- Provide tutoring support for individual students
- Provide non-academic support to teaching staff
- Support teaching staff by communicating regularly with families
- Record student grades and attendance
- Clerical tasks such as typing, photocopying class materials, filing papers, and checking homework
- Assist with the preparation of bulletin board/project materials
- Provide supervision of students during breakfast and lunch

Qualifications

- Ability to work in a fast-paced, no excuses environment
- Excellent communication skills
- Impeccable organization skills

Compensation

We offer a competitive salary and benefits package

To Apply

E-mail cover letter and resume to:

jobs@ncsharlem.org