



Job Posting: Instructional Assistant

The Mission of both Patterson Park Public Charter School and Clay Hill Public Charter School is to empower the school community - through a whole-child approach in a diverse, community-centered learning environment - to be stewards of an equitable future.

The Vision of Patterson Park Public Charter School and Clay Hill Public Charter School is to produce life-long learners, healthy families, and strong neighborhoods.

PPPCS and CHPCS are community-founded schools driven to academic excellence and devoted to a whole child philosophy in a diverse setting. At Patterson Park Public Charter School and Clay Hill Public Charter School, it is our privilege to serve a diverse community and our responsibility to foster inclusivity. We assert these values as the foundation for nurturing all of our students, realizing our mission and preparing our students for success in a global society.

We are committed to including individuals with diverse perspectives and experiences in our decision-making processes because it is integral to achieving academic excellence, challenging inequality and combating biases. We place a special importance on recruiting, hiring and retaining staff that shares similar racial or ethnic backgrounds or life experiences as our students. We are dedicated to ensuring diversity in our curriculum and in our learning spaces and operations to promote tolerance, civility, and diverse world views for our community.

ROLE

The Instructional Assistant works under the general supervision of the principal or assistant principal, or after-school coordinator. The Instructional Assistant provides support during the academic day and during after-school programming. With direct supervision from a teacher or after-school coordinator, the Instructional Assistant provides assistance in implementing plans and programs related to the academic and non-profit program. The Instructional Assistant works directly with students, individually or in small groups.

RESPONSIBILITIES

- Provides academic and physical assistance to students as directed in one-to-one or in small groups

- Assists teachers or after-school coordinator with academic instruction
- Assists in implementing lesson plans and preparing academic materials
- Assists the teacher or after-school coordinator in the rewriting of materials to meet academic levels of a student or group
- With appropriate supervision and training, assists in teaching communication skills, implementing student behavior and learning programs with the use of behavior modification and crisis intervention
- Assists with the physical demands of functional life skills and academic skills, in school and community settings
- Makes observations, collects data, and gives input to appropriate staff
- Assists students with the use of media equipment, augmentative communication devices and computer learning techniques
- Performs clerical duties to include reproducing materials, initiating and maintaining files and records
- Operates various types of office machines and audio-visual equipment
- Escorts students and monitors them during non-classroom hours

QUALIFICATIONS

- Ability to reinforce lesson plans to support the educational program for student
- Ability to follow directions from the teacher or after-school coordinator, which may include reinforcing instruction presented by the teacher
- Ability to provide personal attention to students on an individual basis
- Ability to work with small groups of students and assist with instruction
- Ability to use patience and care to provide students of all abilities with an active learning environment
- Ability to discuss problems affecting students' progress and with the teacher and, if so directed, with other professional staff
- Ability to demonstrate strong human relations skills
- Ability to have strong, positive communication and interaction skills when dealing with co-workers, students, administrators, parents and/or the community
- Ability to fluently speak and write in Spanish is a plus

HOURS, COMPENSATION AND BENEFITS

This 10 month position can be permanent or temporary at the discretion of the school. Permanent employees are eligible for benefits package.

To apply for this position please complete our [online employment application linked here](#). Please direct any questions to jobs@pppcs.org.

****Only complete applications will be reviewed, and candidates will be contacted if moved forward to an interview stage.**

Notice of Nondiscrimination

Patterson Park Public Charter School, Inc. and Baltimore City Public Schools do not discriminate on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, veteran status, genetic information, or age in its employment.