

LAPromise

Charter Middle School #1

INSTRUCTIONAL AIDE

ORGANIZATION SUMMARY

For more than two decades, LA Promise Fund has uplifted schools, students and families in South LA to ensure more Black and Latinx students are prepared for success in college, career, and life. Today, we accomplish this goal as an education management organization that runs two South LA charter schools and coordinating high impact educational enrichment programming to ensure students are college and career bound. LA Promise Charter Middle and High Schools advance a college-prep culture and integrated digital media arts-themed education, with significant parent engagement, socio-emotional supports, and leadership development.

Simultaneously, LA Promise Fund works with schools County-wide to offer a portfolio of programs that foster motivated, engaged, and directed students poised for academic, professional, and personal success. Currently, these regional programs include a focus on female empowerment, STEM, media arts, college readiness, career exposure and work-based-learning, school improvement design, and parent engagement. We work alongside a network of essential partners, students, parents, teachers, and school leaders to build strong schools that increase educational equity within South LA and beyond. To learn more about LA Promise Fund visit www.lapromisefund.org. To learn more about LA Promise Charter Middle School #1 visit www.lapcms.org.

POSITION SUMMARY

The Instructional Aide will support students in the classroom, during individual and small group learning. They will work under the supervision of a certificated teacher in the classroom, and school leaders. Duties will include, but are not limited to; supervising students, assisting students in accessing content standards, facilitating small group instruction, providing individual assistance to students, delivering intervention and extended learning support, supporting English Learners and special needs students through differentiated grouping, and encouraging positive student behavior through the PBIS structure adopted by the school. The Intervention Instructional Aide will serve as a positive role model for learners.

RESPONSIBILITIES AND DUTIES

Under the supervision of school leaders and the classroom teacher, the ideal candidate will drive student outcomes in the following ways:

- Provides, under the supervision of assigned teacher, instructional intervention strategies to students in a variety of individual and group activities for the purpose of implementing goals for remediation of student deficiencies and ensuring student's success
- Supports English Learners with additional support with vocabulary development to increase academic language
- Adapts classroom activities, assignments and/or materials under the direction of the classroom teacher for the purpose of supporting and reinforcing classroom learning objectives
- Implements under the supervision of assigned teacher, instructional programs and lesson plans (e.g. reading, math, language comprehension, writing, computer, etc.) for the purpose of presenting and/or reinforcing learning concepts
- Maintains classroom equipment and work area for the purpose of ensuring availability of a safe learning environment and/or meeting mandated requirements
- Monitors individual and/or groups of students in a variety of settings (e.g. rest rooms, playgrounds, hallways, bus loading zones, cafeteria, assemblies, field trips, etc.) for the purpose of maintaining a safe and positive learning environment
- Promotes good study habits and student independence for the purpose of improving the quality of student outcomes
- Models conversation, manners, clean-up activities, listening, and everyday interactions for the purpose of demonstrating appropriate social behavior in a culturally sensitive manner
- Responds to emergency situations (e.g. injured students, fights, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution
- Administers tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the classroom
- Attends meetings and in-service presentations as assigned for the purpose of acquiring and/or conveying information relative to job functions
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective instruction
- Maintain confidentiality regarding all aspects of his/her work with children and other staff
- Other duties as assigned

CANDIDATE REQUIREMENTS

Education and Experience

- High School Diploma required; Bachelor's degree preferred
- Completion of 60 semester units or 90 quarter units from a recognized college or university required
- Knowledge of special education assessments
- Strong organizational skills with the ability to create and maintain accurate records
- California DOJ and FBI Fingerprint Clearance
- TB Clearance
- Demonstrated success working with students from educationally underserved areas.
- Proven success in assisting with the implementation of high-quality instruction that led to the improvement of student achievement in an urban school
- 1-2 years' experience as an Instructional Aide

Knowledge, Skills and Abilities

- Exceptional relationship building skills and the ability to communicate clearly to multiple stakeholders
- Ability to translate all necessary documentation in an understandable format on Special Education forms and files
- A strong belief that all students can succeed
- A do-whatever-it-takes attitude including a willingness to work occasionally on the weekend or in the evening
- Passionate about improving public education to help all children reach their dreams
- An exceptional ability to respond well to feedback and implement it immediately
- A strong ethical base and self-awareness
- Bilingual Spanish preferred

COMPENSATION

Salary range: \$15-20/hr

Salary commensurate with qualifications, experience, and education.

HOW TO APPLY

E-mail your cover letter and resume to careers@lapromisefund.org.