

**Position: Teacher Assistant and Afterschool Care Provider**

**Location:** Ann Arbor, MI

**Job Type:** Full Time/ On-Site

**Pay:** \$16-\$18 hour

**DESCRIPTION**

**About US**

Clonlara School is a nonprofit, K–12 private school that serves more than 2,000 students around the world through our Campus and Off-Campus Programs. Our mission is to transform education on a global scale through a highly personalized approach that fosters authenticity, autonomy, and joy in the learning process. We are truly a global learning community.

Currently, we have an opening for a **Teacher Assistant and Afterschool Care Provider** to help monitor and organize campus activities at our beautiful learner-centered campus in Ann Arbor, Michigan.

**About YOU**

You are looking to support a school that values personalized learning and maintains a small class size. You see the world as a boundless classroom and would jump at the opportunity to join a global community. You are a lifelong learner and would like to advance your own skills and abilities as a teacher’s assistant. If you’re thinking “yes!” to these statements.. Let’s chat!

**Your Role**

The Teacher Assistant and Afterschool Care Provider works collaboratively with the campus educational team, assisting students, families, school staff, and other educational service providers with enrichment activities, community building, emergency procedures, and facility operations. The qualities of flexibility, discretion and good judgment are essential in this position.

**Responsibilities**

- Supervise and facilitate play with children after school.
- Build meaningful, caring relationships with students.
- Foster self-esteem, motivation, and a sense of responsibility in students.
- Ensure the campus building is kept in good condition.
- Ensure all students are in the correct place at the correct time.
- Facilitate educational learning in the Co-Learning Center and Daytime Program.
- Facilitate enrichment courses.

**Skills & Qualifications**

- Ability to supervise groups of children.
- Familiarity with progressive education movements (e.g., “free,” alternative, and democratic schools) and educational philosophies such as Montessori, Reggio Emilia, and Waldorf.
- Experience leading project-based learning classrooms and/or activities.
- Consistently positive attitude toward working with students and families.

- Strong cross-cultural understanding, the ability to communicate with diverse populations, and a collaborative, non-judgmental approach to individual circumstances, preferences, and choices.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail; ability to prioritize tasks and to delegate them when appropriate.
- Familiarity with the function and use of educational apps.
- Strong proficiency in the use of Office 365 tools (Teams, Word, PowerPoint, and Excel).
- Receptiveness to coaching and the ability to accept/follow guidance from others.

### **Education and Experience**

- Experience working with students as a classroom assistant/aide, paraprofessional, or in a teaching role.

### **Hours and Place of Employment**

- 30 hours per week, Monday through Friday during the school calendar year. Additional hours may be required for staff meetings.
- Optional hours during the summer months.
- Work will be onsite.

### **How to Apply**

Attach a **cover letter** (required) to the first page of your **resume** in PDF or MS Word format. Please be sure to

- Use your cover letter to address how your prior experience aligns with the requirements for this position.
- Share any relevant samples of your work, if available.