



Position: Teacher Assistant

Location: Ann Arbor, MI

Job Type: Part-Time/ On-Site

Pay: \$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** to help monitor and organize campus activities at our beautiful learner-centered campus in Ann Arbor, Michigan.

About YOU

You are passionate about early literacy and math, eager to help young learners build strong foundational skills. 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 works collaboratively with the campus educational team, assisting students, families, school staff, and other educational service providers with classroom activities, community building, emergency procedures, and facility operations. The qualities of flexibility, discretion and good judgment are essential in this position.

Responsibilities

- 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 learning in small groups to support core subjects and projects.
- Supervise classroom activities, recess and lunch.
- Mentoring student projects and leading lesson in partnership with Lead teacher/ Campus Leader.



- Take over lead teacher duties when lead teacher is absent.

Skills & Qualifications

- Ability to supervise groups of children.
- Teamwork and developing consensus.
- Consistently positive attitude toward working with students and families.
- Exemplary communication skills, including dealing effectively with students, parents, the public, other school officials and staff, both in person and over the telephone.
- Knowledge or direct experience with early literacy and math learning.
- Proper English usage, both verbal and written, including spelling, grammar, and punctuation.
- Time management -- regular and predictable attendance is essential.

Education and Experience

Experience working with students as a classroom assistant/aide, paraprofessional, or in a teaching role with a focus in early literacy and math.

Hours and Place of Employment

- 20 hours per week, Monday through Thursday during the school calendar year. Additional hours may be required for staff meetings.
- 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.