

INSTRUCTIONAL AIDE



WHY JOIN THE POLYTECHNIC ACADEMY TEAM?

Our mission is to cultivate a collaborative learning community that successfully prepares young people to earn their high school diploma and to set goals for life beyond high school. Students have the opportunity to explore college and career options while simultaneously taking dual enrollment classes. We mentor students to develop personal leadership skills, develop critical thinking, navigate career exploration, and master technical skills as they move toward successful careers, post-secondary education, and a productive life.

ESSENTIAL RESPONSIBILITIES

We are seeking a dynamic and passionate Instructional Aide to join our Polytechnic Academy team. The ideal candidate will have a strong academic background and a commitment to improving student learning. Responsibilities include monitoring and assessing student progress, and fostering a positive and inclusive learning environment. The Instructional Aide will collaborate with teachers, parents, and administrators to support student learning goals. The successful candidate will inspire students to engage in learning and become goal driven.

- Assist the teacher in developing learning targets for individual students that contribute to student learning, growth, and advancement.
- Demonstrate academic competence in core content areas.
- Serve as a role-model for students.
- Conduct testing using progress monitoring software and communicate the results to teachers, parents, students, and administrators.
- Explore a variety of strategies to improve student learning.

PHYSICAL REQUIREMENTS

- Prolonged periods of mobility navigating the classroom and school.
- Required to use motor coordination with finger dexterity (such as keyboarding) most of the workday.

MINIMUM QUALIFICATIONS

- Graduation from High School or evidence of equivalent educational proficiency.
- Completion of two years of higher education (48 semester units) or possession of an Associate's or higher degree.
- Official transcripts and copy of High School Diploma required within two (2) business days of offer.
- Strong understanding of core content areas.
- Excellent communication and interpersonal skills.

BENEFITS

- We strive to be the best employer possible by offering excellent benefits for our employees and their families.
- We are committed to small learning communities with smaller class sizes and lower student to counselor and teacher ratios.
- Professional Development: We believe in supporting staff growth and providing school-based professional development that introduces the Polytechnic Academy culture and builds classroom management and instructional planning skills.

If you are interested in applying, please email the following documents to nprater@poly-academy.org:

Resume

Cover letter

Two letters of reference

Polytechnic Academy is strongly committed to hiring a diverse and multicultural staff, and we encourage applications from traditionally underrepresented backgrounds. Polytechnic Academy does not discriminate based on race, color, gender, handicap, age, religion, sexual orientation, national origin, ethnic origin, or any other reason prohibited by state or federal law.