

HIGH SCHOOL TEACHING PARTNER

Paul Cuffee Upper School
Paul Cuffee School
Providence, Rhode Island

Job Details

Job ID: 3320563

Application Deadline: Posted until Filled

Posted : July 14, 2020

Starting Date: August 17, 2020

Job Description

- This position is posted until filled; however, Administration reserves the right to begin interviewing after 5 days

Reports to: Upper School Principal or designee

Works closely with: Upper School staff and students

Hours: 32.5 Hours/week

The role of a teaching partner at Paul Cuffee School is an important one that adds to the overall sense of community amongst both students and teachers. **A successful teaching partner should possess the following characteristics:**

- ability to follow directions
- ability to multi-task
- ability to help children problem-solve through conflicts
- ability to respectfully uphold all school rules and expectations
- professionalism in terms of dress, speech, punctuality, etc.
- ability to be respectful to students and adults in all situations
- flexibility to take on new tasks as needed
- is responsible
- takes initiative, has intuition
- is hard-working
- is cooperative
- has skills for multicultural setting
- likes kids
- has a positive presence and sense of humor
- has skills to provide academic support (tutoring, small groups, etc.) or a willingness to learn them
- is reflective and observant
- is able to demonstrate problem-solving skills in various situations
- is organized
- is able to work well with a variety of other adults and is a contributing team member

Duties include, but are not limited to:

- Supervising students at arrival, breakfast, lunch, transitions, study, and/or dismissal, during in-school suspensions, and at any time when students are present
- Assisting teachers in a variety of ways:
 - helping organize materials
 - checking in with students at the beginning and/or end of the day to help them with organization
 - assisting students with classwork and/or projects
 - making copies
 - working with small groups or individual students to preview or review lessons
 - checking in homework, taking attendance (if the teacher requests this)
 - correcting papers
 - actively participate in class activities, advisory circle times, field trips, etc.
- Maintain high expectations and school rules for students and enforcing those expectations and rules consistently, fairly, and respectfully
- Working as a part of our behavioral system, as assigned
- If eligible, acting as a substitute when teachers are absent
- Other duties and tasks, as assigned

Position Type: Part-time

Positions Available: 1

- Job Category : Instructional Support > Paraprofessional / IA

Equal Opportunity Employer

Paul Cuffee School is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Job Requirements

- Associates or Bachelors degree in an education related field OR Completion of a Teacher Assistant Pre-Employment Program approved by the RI Department of Education and a passing score on the ParaPro Assessment.
- National Background Check (after offer)
- Citizenship, residency or work visa required

Contact Information

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