



Job Title: Teaching Assistant

Reports to: Dean of Faculty

Classification: Part-time, hourly (non-exempt)

Start Date: January 21, 2021

Position Overview

Marin Academy has developed a hybrid classroom model of in-person and virtual instruction during the COVID-19 pandemic. In this model, some faculty may teach from home using Zoom while their students meet in a classroom at school. We are looking for Teaching Assistants who will manage students in the classroom while a Teacher provides instruction remotely. Starting in January, 2021, Assistants will coordinate closely with 1-2 faculty members who will be teaching their coursework virtually off-site. Assistants will supervise students on-site during class time, assisting the off-site faculty member with delivering their content and managing the classroom. Assistants will also assist with other supervisory roles around campus as needed. Assistants will be working only while students are attending classes on campus and not when classes are fully online.

Marin Academy has taken measures to mitigate the spread of COVID-19 on campus and in the community. Guidelines can be found in our [Return to the Circle](#) publication and on our [COVID-19 webpage](#). At Marin Academy, we require masking and social distancing at all times. Community members are encouraged to engage in frequent hand hygiene, and all employees and students are tested on a bi-weekly basis.

About Marin Academy

Marin Academy's mission statement "asks every individual to think, question, and create in an environment of encouragement and compassion, and challenges each person to accept the responsibilities posed by education in a democratic society." The school is a vibrant and diverse community, and students and teachers alike continue to work towards the furthering of an inclusive and supportive school. Candidates should have the inclination and experience to work in a diverse community focused on issues of equity and social justice.

Essential Duties and Responsibilities

Our Teaching Assistants will play a vital role in ensuring that our students' classroom experience is a positive one that reflects the values and qualities of a Marin Academy education. Our ideal candidates enjoy interacting positively with teenagers, can learn to successfully operate classroom technology tools, can supervise teenagers effectively, and will reliably carry out the following responsibilities:

- Supporting MA's mission and culture in all interactions with community members

- Serving as an Assistant for 3 blocks—or other equivalent faculty-run session/s—during every on-campus school day
- Attending planning meetings and communicating daily with assigned faculty member/s to allow for close coordination and support of students and daily lessons
- Supporting the work of the assigned faculty member/s with on-site supervision and classroom needs
- Arriving to work every day and on time, striving to be early to welcome students to their classroom
- Monitoring and supervising entry to and exit from the classroom, including cleaning protocols
- Helping to maintain the cleanliness and order of classroom spaces
- Checking communications (like email, voicemail) daily and responding promptly within 24 hours

Other Duties

Other duties may be assigned and may include supervision and monitoring of students in various on-campus spaces, assisting with entry and exit procedures, or other duties as may be assigned from time to time.

Qualification Requirements

Ideally, candidates will have a bachelor's degree and some experience coaching, mentoring and/or supervising high school students. Candidates who have some experience in the high school classroom are especially desired. Candidates should enjoy working with teenagers and possess working knowledge of software applications such as Google Drive and Zoom. They should feel comfortable following specific written and verbal directions and have excellent oral and communication skills.

Our current schedule has students coming to school for half days, two days/week, on Wednesdays and Thursdays. Therefore, candidates should be available from approximately 11:30 p.m. - 3:30p.m. on these days.

Marin Academy is an equal opportunity employer committed to excellence through diversity, and people of color and women are encouraged to apply. For more information about Marin Academy, please visit our website (www.ma.org). A fingerprint background check and a Tuberculosis risk assessment is required pre-employment.

Please send resume and letter of interest to:

Stella Beale, Dean of Faculty

sbeale@ma.org