



# DONNA KLEIN JEWISH ACADEMY

## Donna Klein Jewish Academy Assistant Teacher

Donna Klein Jewish Academy, an independent non-profit school for children grades Kindergarten through grade 12, is a Jewish community day school serving families from a broad spectrum of Jewish backgrounds and religious practices. The school was founded in 1979 and lives its mission: To educate our children and the greater DKJA community to be knowledgeable and responsible citizens of the world, committed to Jewish values and lifelong learning.

The Lower School Team is looking for an energetic, warm and flexible assistant teacher. We are looking for a team player, one who is willing to help with all aspects in our Lower School.

Requirements and responsibilities include but are not limited to:

- Arrive in classroom every day by 7:30am
- Help with all classroom set up
- Support teacher and students with arrival and dismissal routines
- Supervise and support all student instruction (academic grouping supported by lead teacher)
- Assist with classroom management
- Help students with snack daily
- Help teacher make copies, organize supplies, keep classroom organized
- Recess and lunch duties (as assigned)
- Take students to carpool (as assigned)
- Attend all parent / teacher conferences
- Attend team meetings, faculty meetings and faculty professional development

Please email cover letter and resume to Jill Shoshany at [ShoshanyJ@dkja.net](mailto:ShoshanyJ@dkja.net)