



The Shlenker School Teacher Assistant position

Job Purpose: A Teacher Assistant provides support to a lead teacher in charge of a classroom and reinforces lessons by tutoring individual students or small groups. A Teacher Assistant does any task assigned to them by the Elementary Division Head.

Key Responsibilities:

- Work with the lead teacher to monitor the class schedule.
- Assist teachers with lesson preparation by getting materials ready and setting up equipment.
- Revise lesson material with students individually or in small groups.
- Ensure the classroom environment is safe and clean.
- Oversee students during non-classroom times including in-between classes, during lunch, and on field excursions.
- Collaborate with lead teachers to recognize issues students are facing and recommend solutions.
- Help lead teachers to create lesson plans.
- Comply with state, school, and class rules and regulations.
- Attend all training classes, parent conferences, and faculty meetings.

Knowledge, Skills and Requirements:

- High school diploma or equivalent qualification.
- Bachelor's degree in Education or relevant field is preferred.
- A minimum of 2 years' experience as a teaching assistant or similar role.
- Solid understanding of classroom activities and teaching best practices.
- Must have a compassionate and positive attitude.
- Excellent written and verbal communication skills.
- Outstanding interpersonal and presentation abilities.
- Must enjoy working with children and be devoted to building a nurturing and safe learning environment.

To apply, please submit cover letter, resume, and three professional references to elyssand@shlenker.org.

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