

Instructional Aide

The Philadelphia Charter School for Arts & Sciences seeks an Instructional Aide to join the team at our neighborhood campus located at 1197 Haworth St. At Arts & Sciences, students in grades K-8 engage in a unique educational program designed to grow the next generation of creative leaders, and where students focus on the arts and sciences as major subjects alongside a technology-infused, standards-driven academic curriculum.

Instructional Aides provide support to teachers and students in the classroom setting. They assist with a variety of functions, including implementing instructional programs, assessing student performance and other tasks as needed by the teacher. The Instructional Aides works under the direct supervision of the teacher.

Primary Responsibilities:

Perform Clerical Tasks:

- taking and recording attendance,
- drafting and sending out progress reports for students
- answering emails and phone calls from families
- maintaining supply inventory for the classroom.

Additional Tasks:

- assess Students
- prepare Instructional Materials
- assist with Instruction

Core Skills & Experiences:

- possess a High School diploma or GED
- have experience working with youth
- demonstrate basic reading, writing, and mathematical skills
- show basic record-keeping abilities