

## **Instructional Aide Job Description**

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. 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 lead classroom teacher.

### **Primary Responsibilities:**

#### **Perform Clerical Tasks:**

- Taking and recording attendance
- Helping to monitor and assist with parent communication
- Maintaining a supply inventory for the classroom

#### **Additional Tasks:**

- Assess Students
- Prepare Instructional Materials
- Assist with Instruction/Assist in all Art Classes
- Lunch with students in cafeteria
- Assist with Arrival/Dismissal

### **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
- Criminal history, child abuse and FBI clearances (Acts 34, 151 and FBI)
- Candidates must be US Citizens and have permission to work in the United States.  
The Philadelphia Charter School for Arts & Sciences will not sponsor a Visa for a candidate.

Please visit our website at [www.stringtheoryschools.org/join-our-team](http://www.stringtheoryschools.org/join-our-team) to learn about the application process. Send all required materials to [employment@stringtheoryschools.org](mailto:employment@stringtheoryschools.org).