



## Assistant Teacher Job Description

**Location:** Cristo Rey Philadelphia High School

**Direct Supervisor:** Joel Rolon

**Employment Type:** Seasonal/Summer 2026

**Hours:** 8:00 am - 3:30 pm (Monday- Friday)

**City, State:** Philadelphia, PA

**Application Deadline:** April 15, 2026

**Starting Salary:** \$4500

### **Start/End Date:**

May 2, 2026 - Horizons at Cristo Rey Philadelphia Orientation (**Mandatory**)

May 16, 2026 - Horizons Greater Philadelphia Network Professional Development (**highly encouraged**)

Monday, June 22 - Friday, July 31, 2026

**(Excluding July 3rd)**

### **Position Overview**

Horizons at Cristo Rey Philadelphia is seeking multiple dedicated and effective Assistant Teachers for grades K-6 with a dynamic talent for creating and nurturing a lifelong love of learning in children. We are looking for talented, passionate, and caring professionals to contribute to the fulfillment of the Horizons mission and create a joyous, inclusive, inspiring, and educational culture. These professionals will work with a lead teacher, a reading specialist, a school social worker, and will be supported by the Executive Director and Program staff. It is our hope that Horizons summer staff members will return to the program for more than one summer as we continue to work together, support our students, and build the program and the community.

### **Prior to the summer program beginning:**

- Must help design program wide curricular and individual support to address the **social, emotional** and **psychological** well-being of students.
- ALL Horizons Cristo Rey staff must complete state and federal clearances
- Attend May faculty orientation and professional development sessions.

### **Responsibilities for the Teaching Assistant include, but are not limited to:**

- Support to Lead Teacher for Horizons during a six-week summer enrichment program
- Support small group sessions with students to discuss topics inclusive of: Grief, divorce, friendship, social skills, anger management, self-esteem, problem solving, coping skills
- Create weekly classroom lessons focused on Social Emotional Learning
- Facilitate classroom lessons and meetings based on need/teacher request to address issues impacting the classroom as a whole
- Consult with the SEL team in regards to academic, social, emotional or behavioral issues
- Creates a positive partnership and atmosphere with other Horizons lead teachers, assistant teachers, and volunteers

- Attends field trips, program meetings, and program family events, whenever possible
- Participates in daily meals with the students
- Fulfills any other tasks or duties as requested or assigned by the Program staff

**Qualified Candidates will meet the following criteria:**

- Coursework in Education or related field
- Demonstrated experience with child development theory and/or practice

**An ideal candidate possesses and demonstrates the following:**

- In addition to a strong commitment to the Horizons mission, this position requires a balance of knowledge of best practices and practical experience with and proficiency in the skills of instruction
- Embodies passion, enthusiasm, and energy for working with young children
- Shows willingness, ability, and desire to work collaboratively as a member of teams
- Proven ability to relate well to children and families from a variety of racial, cultural, religious, neuro backgrounds
- Commitment to a welcoming, inclusive learning environment for all students
- Outstanding interpersonal, organizational, and communication skills, including relative comfort integrating technology for record-keeping and communication

**Compensation Benefits:**

- The Teaching Assistant position will be paid a compensation of \$4500
- All staff will be paid on a bi-weekly basis, on Fridays
- Horizons Summer Program will be closed on July 3rd for the observance of Independence Day
- Staff will also be given breakfast, snack and lunch daily

**How To Apply:**

If interested, candidates should submit a current resume and letter of interest immediately to Horizons at Cristo Rey at [Horizonsinfo@crphs.org](mailto:Horizonsinfo@crphs.org).

**Organization Background**

Cristo Rey Philadelphia High School is a college preparatory, Catholic school for students of all faiths located in North Philadelphia. Horizons at Cristo Rey Philadelphia is a public/private partnership offering a year-round program, six weeks in the summertime and three days a week after school, that addresses the achievement and opportunity gaps of high-need children in North Philadelphia throughout their elementary and middle school careers.

The heart of the Horizons model is the exemplary six-week summer academic enrichment program that supports a cohort of students in reading, writing, math, and science, paired with swimming lessons, field trips, sports, and enrichment activities in the performing and visual arts.

The Horizons at Cristo Rey program launched in summer 2021 with one class of 15 Kindergarten students and one class of 15 1st grade students. HCR has added a cohort of children completing Kindergarten every summer since then. We will again see the addition of one class of 15 to bring the program's enrollment to 105 students, from Kindergarten through 6th graders. Each grade group has a lead teacher and an assistant teacher, with the support of program assistants and volunteers. Learning specialists and school counselors are also on staff to support the overall

development of Horizons students.

**Our Commitment to Equity, Diversity, Inclusion, and Belonging**

Horizons at Cristo Rey strives to create an inclusive, affirming, and welcoming environment that allows all team members to thrive.

As an organization whose central purpose is to mitigate inequities in education, Horizons is strongly committed to Equity, Diversity, Inclusion, and Belonging (EDIB) in all forms, and we strongly denounce racism, sexism, and discrimination of any kind. Focus on EDIB is central to Horizons National and our national Network, which actively engages in diverse and inclusive partnerships, representative councils, and working groups; provides robust professional development opportunities; evaluates internal and external communications with an asset-based lens; and facilitates conversations across different communities to ensure that all Horizons voices are heard and represented.

Because of our Network-wide commitment to EDIB, the ideal candidate for this role must be comfortable engaging in discussions, be self-reflective, and be willing to challenge themselves and others to learn and grow continuously.