

**The Kansas City Neighborhood Academy
Kansas City, Missouri**

**Classroom Assistant Teacher (Kindergarten) / Learning Center Assistant Teacher
Job Description and Details**

School description:

The Kansas City Neighborhood Academy (KCNA) is a neighborhood school for neighborhood children whose sole purpose is to break the cycle of poverty with a proven academic model focused on literacy and STEAM (STEM + Arts). The school is part of a holistic neighborhood revitalization approach where a strong lead organization coordinates to provide the community with mixed-income housing, a cradle-to-college education, and additional "wrap around" services based on community needs. KCNA opened in the 2016-2017 school year. The school will serve grades PreK-3 for the 2017-2018 school year and will expand to PreK-6. Over time, the school and its partner organizations anticipate extending the education downward to provide a Birth to 6th grade continuum of education.

Our commitment to diverse teams:

The Kansas City Neighborhood Academy is an equal opportunity employer. Given our context both as a school and as a part of a holistic neighborhood revitalization effort, we are committed to building a diverse staff. We value the richness that diversity brings to our neighborhood and school and welcome all applicants that meet our criteria. We do not discriminate on the basis of race, gender, age, religion, or sexual orientation.

Position summary:

Assistant Teachers play a critical support role in our classrooms and learning centers. They work in collaboration with teachers, provide support with small group instruction and serve to decrease the student-teacher ratio.

Like all other staff, Assistant Teachers will be guided to integrate a variety of research-based resources and strategies to support instruction. Per the vision of the school, our teaching teams will focus on literacy and math as critical foundations, and infuse learning with STEAM (STEM + the Arts) to create interdisciplinary learning opportunities and foster 21st century skills in students.

Assistant teachers will work as team members both within the classroom, across the grade level team, and vertically with other grade levels. Like teachers, assistant teachers will have the opportunity to participate in research-based professional development.

Assistant teachers report to the school's Principal and the relevant Classroom Teacher or Center Lead Teacher.

Responsibilities:

1. Effective classroom instruction:

- a. Leading small group classroom instruction under the direction of the lead teacher and supporting whole-group classroom instruction.
- b. Supporting the formal and informal assessment of student achievement.
- c. Utilizing robust research-based curricula, resources, and strategies to enhance instruction.
- d. Supporting the teacher in any operational needs in the classroom.
- e. Fostering a classroom culture that facilitates intrinsic drive for learning and personal growth among students.

2. Personal professional growth:

- a. Participating in joint planning during teacher planning time.
- b. Reflecting on practice and seeking appropriate help and support from the lead teacher when appropriate.
- c. Participating in collaborative learning communities on topics of mutual interest, such as vertical alignment of the curriculum, literacy strategies, etc.
- d. If desired and warranted, working with school leadership to explore certification options and pursuing a lead teacher position.

Qualifications:

1. BA, BS degree preferred but not required.
2. Experience in a P-3 or P-5 grade educational environment is preferred.
3. At least 1 year of experience working on a collaborative team in a school or non-school environment.
4. Spanish language skills are a plus.
5. Demonstrated success as a self-starter who can thrive in ambiguity.
6. Demonstrated ability to be flexible, proactive, nimble, and resourceful in a complex and fast-paced start-up environment.
7. Successful demonstration of teaching techniques and classroom management skills, for example, an evaluation from current or past teaching environments or a classroom observation by a Principal and/or another member of the leadership team.
8. A demonstrated belief that all children can achieve at the highest levels.
9. A demonstrated passion for working or serving in underserved communities a plus.
10. Demonstrated knowledge and ability to work effectively with individuals and groups from a variety of cultures and backgrounds.
11. Commitment to KCNA's vision and mission, curriculum and instructional techniques, and discipline philosophies
12. Willingness to work an extended day with teacher hours from approximately 7:30 AM to 4:30 PM and student hours from approximately 8:00 AM to 4:00 PM.
13. Have current authorization to work in the United States.

Application process:

- Phase 1: The KCNA team will thoroughly review cover letters and resumes of all applicants
- Phase 2: Select applicants invited to initial interview with Dr. Robin Henderson, KCNA Principal
- Phase 3: Final interview with Principal and Selection Committee

To apply, please submit your cover letter and resume to: work@kcneighborhoodacademy.org