

Job Title: Part-Time Teacher Assistant

Location: York Location – York Adams Academy

Hours: 12–15 hours per week (Flexible schedule across morning, afternoon, and evening sessions)

Reports To: Site Coordinator

Position Overview:

Part-Time Teacher Assistant will help to support student learning and classroom operations at our York location. The ideal candidate will have a passion for helping students succeed, strong interpersonal skills, and a flexible approach to their work schedule.

Key Responsibilities:

- Assist students with assignments, projects, and general academic support across subjects.
- Conduct Career Awareness interviews to support student career exploration goals.
- Grade final student work under the guidance of instructional staff.
- Monitor classroom activities to maintain a focused and respectful learning environment.
- Support staff with various clerical and academic tasks as needed.
- Communicate effectively with students and staff to ensure a positive and productive educational setting.

Qualifications:

- College degree in the field of education
- Strong communication and organizational skills.
- Ability to work independently and collaboratively.
- Comfort working with high school students in a supportive academic environment.
- Basic computer literacy and ability to adapt to school software platforms.

Schedule:

The position requires **12–15 hours per week**, with **flexible scheduling available across three daily sessions** (morning, afternoon, and evening). Ideal for those seeking part-time, educational support roles with flexibility.

Contact the Director of the Academy to apply.