



MERCYHURST
UNIVERSITY

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MELIA Academic Teacher Assistant

Location: Northwestern, Springfield Elementary School

Department: Education

Reports To: MELIA Program Director

Full/Part Time: Part time temporary

Classification: Staff

Closes: *Open Until Filled*

SUMMARY

The Teacher Assistant provides support to the lead teacher(s) and tutors, helping to create a positive learning environment for students. The role involves assisting with instructional tasks, classroom management, and providing individualized support to students. The ideal candidate will have a passion for education, strong communication skills, and the ability to work collaboratively with teachers, staff, and students.

These positions are approximately 10-20 hours/week depending on program needs.

DUTIES AND RESPONSIBILITIES

- Assist the teacher in providing individualized instruction to students based on their academic needs and learning goals.
- Assist the teacher in facilitating small group activities and interventions to support student learning and engagement.
- Assist the teacher in facilitating whole group instruction sessions focused on various academic subjects or enrichment activities.
- Maintain a positive and supportive learning environment conducive to student success.
- Collaborate with program staff and school personnel to ensure high quality program implementation.
- Assist with administrative tasks, such as attendance tracking and student assessments.
- Assist with supervising students during snack time, outdoor play, and other program activities.
- Ensure the safety and well-being of all students.

SKILLS & ABILITIES

- Strong understanding of child development principles and educational best practices.
- Excellent communication and interpersonal skills, with the ability to work effectively with students, parents, and colleagues.
- Ability to differentiate instruction to meet the diverse needs of students.
- Reliable, punctual, and able to maintain a professional demeanor in a fast-paced, team-oriented environment.

QUALIFICATIONS:

- Preferred: Previous experience working with children in an educational or recreational setting.
- Required: CPR/First Aid certification (or willingness to obtain)

APPLICATION PROCESS:

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

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Candidates must be currently eligible to work in the United States.