

**Hamlin Robinson School
ACADEMIC AIDE – FULL TIME**

Hamlin Robinson School, located in the North Beacon Hill neighborhood of Seattle, Washington, is an independent, non-profit, accredited, state-approved, elementary and middle day school offering a comprehensive educational program to serve students with dyslexia and other language related difficulties. The Hamlin Robinson School core philosophy is that all children can reach their full potential given appropriate teaching methods and atmosphere.

Position: Academic Aide
Reports to: Head of School and Division Heads
Job Classification: 12 Month, Full time non-exempt position

POSITION SUMMARY

Hamlin Robinson School is seeking to hire an additional Academic Aide for the 2021-2022 school year. Hamlin Robinson School staff are dedicated to the mission and philosophy of the school, and demonstrates a commitment to engaging with a community that values diversity, equity and belonging. Academic Aides assist faculty, staff and students with classroom and clerical needs. These tasks are focused to support, and enhance, the educational mission of the School.

RESPONSIBILITIES

- Supervise students during recess, lunch periods, assemblies, after-school program, bus loading and other school activities
- Supervise students during Afternoon Extended Day and other after-school programs and tasks
- Supervise the sign-out and release of students to parents/caregivers
- Collaborate with the after-school programs team to help prepare weekly and daily lesson plans and activities.
- Lead after school games, activities, and projects with students
- Provide classroom support to teachers and staff (reinforcing lesson plans, grading papers, creating instructional materials, other administrative tasks as assigned)
- Work with students in classrooms. Support technology coordinator to maintain equipment, provide additional instructional support, maintain printers throughout building.
- Substitute/assist during teacher absences
- Assist with clerical/administrative tasks when needed
- Attend and participate in school events
- Prepare rooms/assembly areas for special projects, activities and events
- Be able to lift up to 40 pounds and pass a criminal background check.

QUALIFICATIONS

- Have a Bachelor's Degree
- Experience working with children, knowledge about child development, and possess strong conflict resolution skills.
- Knowledge of Office 365 and experience in technology classrooms or tech support is desirable.
- The candidate should be flexible, take initiative, be willing to learn, and able to work both collaboratively and independently.
- Excellent interpersonal skills with colleagues, families and students
- Desire and ability to work with children with learning differences

- Sensitivity to intellectual, physical, and emotional needs of students

COMPETENCIES

- Maintains current knowledge of techniques and best practices in education and take advantage of other professional development opportunities
- Provides the unique support, attitude, and environment necessary for student success
- Maintains a positive attitude and connects well with students and families in the midst of challenges and learning obstacles
- Commits to innovation, excellence, and dedication in implementing instructional programs and learning activities unique to each student
- Believes in each student's ability and potential to learn and succeed

This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. All personnel may be required to perform duties outside of their normal responsibilities to meet the ongoing needs of the school.

TO APPLY:

Please submit a Resume and Cover Letter to:

Stacy Turner, Head of School

Hamlin Robinson School

Email: jobs@hamlinrobinson.org with "Academic Aide" in the subject line.

Hamlin Robinson School is an Equal Opportunity Employer

Mission

Hamlin Robinson School ignites the academic and creative potential of students with dyslexia and other language-based learning differences.

Vision

The world class educational program at Hamlin Robinson School is a catalyst for students to discover the joy of learning within a rich, comprehensive school experience.

Core Values

Respect: We show appreciation and acceptance for ourselves, our community, and our learning.

Responsibility: We show integrity and accountability for our choices.

Purpose: We show dedication and resolve through our actions.

Perseverance: We show commitment and resilience in all our endeavors.