



## **Teacher Aides/Proctors**

**POSITION:** Teacher Aides/Proctors

**DEPARTMENT:** All Divisions

**REPORTS TO:** Director of the Division

**POSTING DATES:** August 19, 2020 – Until Filled

Hathaway Brown School is looking for energetic, creative individuals who enjoy working with children to assist our classroom teachers in a variety of roles. Positions are flexible to include teacher aid and proctoring duties.

### **Responsibilities of the Teacher Aide/Proctor include:**

Working closely with and assisting experienced Hathaway Brown School faculty members. Supervising students in a variety of school settings including classrooms, play periods, lunch time and study halls.

### **Hathaway Brown will provide the Teacher Aide/Proctor with:**

- **Partnership** and networking with gifted faculty and staff who are experts in educating young women.
- **Resources** and support in learning more about
  - Child development
  - Pedagogy, Curriculum and Instruction for students EC-12
  - Conscious Discipline and Responsive Classroom approaches to teaching and classroom management.
- **Training** in:
  - Remote Learning Technology including Zoom, Owl 360° voice-activated video cameras, Seesaw learning platform, FlipGrid and other applications.
  - Child Abuse Prevention
  - Diversity, Equity and Inclusion and Implicit Bias
  - COVID-19 Safety

### **Interested candidates should:**

- Be curious, energetic and possess a growth mindset.
- Be life-long learners with an interest in education as a possible career and enjoy working with children.

### **Desired Experience:**

This is a learning opportunity for anyone interested in exploring a career in education. Previous experience working with children is a plus.

### **Required Education:**

Bachelor's degree in progress.

*To perform this job successfully, an individual must be able to perform essential job functions described in the job description. Reasonable accommodations may be made to enable individuals with disabilities to apply and/or perform the essential functions.*

Hathaway Brown School has a rich 144-year history of educating and empowering girls. As Ohio's oldest continually operating college-preparatory for girls, Hathaway Brown has earned a reputation for academic excellence and innovation in the region and around the country. Home of the signature Institute for 21st Century Education, Hathaway Brown has long been devoted to a fusion of cutting-edge curriculum and experiential learning. Our over 800 students and 200 faculty and staff come to Hathaway Brown from 89 different communities in Northeast Ohio, and enjoy our stunning 16-acre campus in Shaker Heights, Ohio – just minutes from the cultural attractions of downtown Cleveland.

**Salary** – This is a paid hourly position.

Interested candidates and referrals should email resume and cover letter to:

hrstaffing@hb.edu

Director of Human Resources, Hathaway Brown School,

19600 North Park Blvd., Shaker Hts., Ohio 44122

Equal Opportunity Employer