Our mission is to ensure each student achieves lifelong academic success, bilingualism and appreciation for diversity, in an engaging and academically rigorous language immersion environment.

**Instructional Aide**
2020-2021 School Year

**Organization Background**
Global Ambassadors Language Academy (GALA) is a Mandarin and Spanish immersion elementary school in Cleveland, Ohio. As a language immersion school, students spend the majority of every day learning in Mandarin or Spanish (students choose one language), receiving daily instruction in Mandarin or Spanish in Math, Social Studies, Science, and Language Arts, and instruction in English in English Language Arts, Physical Education, and Art, according to the table below. Through GALA’s immersion model, students are on a path to become bilingual in English and Mandarin or Spanish. Watch “Welcome to GALA” video to learn more: https://youtu.be/LmOcgs7YS1o

**Job Title:** Instructional Aide, Elementary School, K-5  
**Location:** Cleveland, Ohio  
**Reports To:** Principal  
**Status:** Part-time, Hourly, Non-Exempt, $11.00 per hour, 8:30am to 2:30pm, Mondays - Thursdays

**Job Summary**
Instructional Aide will be assigned to student(s) in a classroom and provide additional support. Instructional Aide will be supervised by the Principal, and will primarily provide support to individual student(s).

**Activities and Duties:**
- Provide on-going one-on-one support and assistance;
- Motivate, instill a desire to learn for individual student(s);
- Correct inappropriate behavior without disrupting class setting;
- Maintain order during transition periods;
- Establish and maintain consistent standards of behavior as well as a rapport with students;
- Support classroom management and positive behavior initiatives;
- Assist in routine classroom activities and supervise the work of individual students or small groups;
- Implement instructional plan as assigned by the teacher;
- Engage students actively in the learning process;
- Work as a collaborative team with the teaching and administrative staff;
- Accept responsibility for student learning and success;
- Become familiar with the school environment, classroom schedules, and the community;
- Support school with small administrative tasks as needed;

**Qualifications**
- Must be able to communicate in English;
- Interest in working in a school/education environment;
- Enjoys working with young children, ages 5 to 10 years old;
- Good interpersonal and communication skills;
- Strong computer skills: Google Classroom; Zoom
- Enthusiasm to innovate, try new things, and be a part of a collaborative team

**Apply**
Qualified candidates submit **resume, cover letter, and 1 reference** to:  
Ericka Davis  
Principal  
edavis@galacleveland.org