



Middle School Educational Aide (Grades 6-8) Job Description

Organization Background

Global Ambassadors Language Academy (GALA) provides a life changing bilingual educational opportunity for students in Cleveland. GALA is a tuition-free, nonprofit public charter school that offers language immersion instruction where children spend 50% of every day learning in English, and the 50% in their chosen language—Spanish or Mandarin. GALA is the first language immersion school in Northeast Ohio, and only Mandarin immersion school in Ohio.

For two years in a row, GALA is the #1 school in its neighborhood (West Park) and is ranked the 5th highest performing school for academic achievement, out of 94 K-8 public schools in Cleveland. GALA received 5 out of 5 stars for Gap Closing, and 3 out of 5 stars for Academic Achievement, and Progress. These achievements are especially significant, as GALA students spend the majority of every day receiving instruction in Mandarin or Spanish, and then measured by state standardized assessments administered in English.

Since opening in 2016, GALA has been a neighborhood asset with an incredibly diverse school population. Currently, 70% of students reside in Cleveland, 30% reside across 26 suburbs; 69% of students are economically disadvantaged; 45% are White, 35.5% are Black, 10% are multi-racial, 8% are Asian, and 1.5% are American Indian; and 51% are Hispanic.

Location: GALA, 13442 Lorain Avenue, Cleveland, Ohio 44111

Reports To: Principal

Status: Part-Time

Start Date: August 2024

Job Overview:

GALA is seeking a dedicated and enthusiastic Middle School Educational Aide to join our language immersion school. The ideal candidate will have a passion for education and a commitment to supporting the academic and social-emotional growth of middle school students. This part-time position involves assisting teachers in the classroom, providing support to students, and helping to create a positive and inclusive learning environment.

Key Responsibilities:

Classroom Support:

- Assist teachers with classroom management, organization, and instruction.
- Support students with their classwork and homework, providing individualized attention as needed.
- Prepare and organize instructional materials and resources.

Student Assistance:

- Work with small groups or individual students to reinforce learning concepts introduced by the teacher.
- Provide support to students with special needs, ensuring accommodations and modifications are implemented.

- Monitor and assist students during classroom activities, transitions, and breaks.

Collaboration and Communication:

- Collaborate with teachers and staff to support the educational goals of the students and the school.
- Communicate effectively with teachers about student progress and any concerns.
- Participate in team meetings and professional development opportunities.

Classroom Environment:

- Help maintain a positive, inclusive, and respectful classroom atmosphere.
- Assist in managing classroom supplies and maintaining a clean and organized learning environment.
- Supervise students during non-instructional times, such as lunch and recess.

Qualifications:

Education and Experience:

- High school diploma or equivalent required; Associate's degree or higher preferred.
- Previous experience working with middle school students in an educational setting preferred.
- Experience in a language immersion or bilingual education setting is a plus.

Skills and Abilities:

- Basic knowledge of classroom management techniques and instructional strategies.
- Strong interpersonal and communication skills.
- Ability to work collaboratively with teachers, staff, and students.
- Patience, flexibility, and a positive attitude.

Language Skills:

- Proficiency in Spanish or Mandarin is a plus but not required.
- Willingness to support the language immersion environment.

Application Process:

Interested candidates should submit a **resume, cover letter, and 2-3 professional references** to Principal Bethany Araujo at baraujo@galacleveland.org.

Applications will be reviewed on a rolling basis until the position is filled.

We look forward to welcoming a talented and enthusiastic 3rd Grade Immersion Spanish Teacher to our GALA community!

Global Ambassadors Language Academy (GALA) is an equal opportunity employer and encourages candidates of all backgrounds to apply. GALA actively seeks and encourages candidates of traditionally underrepresented groups (race, color, national origin, gender, age, disability) to apply.

Learn more at: www.galacleveland.org and www.facebook.com/GlobalAmbassadorsLanguageAcademy