



## High School Instructional Assistant

### ABOUT AIM HIGH

At Aim High, students unlock their limitless potential by participating in a multi-year summer joyful, enrichment program that empowers middle school students navigating systemic barriers, igniting their love of learning and yielding real results—98% of Aim High alumni graduate high school and go on to college. Grounded in the CORE Values (Community, Opportunity, Respect, and High Expectations), every student feels seen and supported. Aim High gives students the confidence to succeed in high school and beyond. Aim High also fosters a supportive professional community where educators - from aspiring to experienced - grow personally and professionally. For more about Aim High, please visit [www.aimhigh.org](http://www.aimhigh.org).

### Position Summary

The High School Instructional Assistant is a unique opportunity for high school students to develop professional skills and experience by working directly with middle school youth under the supervision of professional teachers and educational leaders. High School Instructional Assistants (HSIAs) receive immersive training assist Lead Teachers in teaching a core academic class and support teachers with afternoon activities.

This is a six-week position: one week of faculty training and five weeks of supporting middle school students using a project-based curriculum and culturally responsive pedagogy grounded in restorative practices.

### Training and Professional Development

- HSIAs receive in-depth training and support during faculty training week where they will learn about classroom management, working as a teaching team, fostering positive relationships with students, being a strong role model, and creating an engaging learning environment.
- Throughout the six-week program, HSIAs work closely with Lead Teachers to support the daily planning and implementation of lesson plans in morning academic classes. In-classroom experiences include but are not limited to, working with small groups of students, leading components of lessons, and other teaching-related duties.
- HSIs also work closely with other teachers to support non-academic enrichment activities, such as advisory cultural events, field trips, and afternoon activities.
- The fostering and modeling of our CORE values by HSIAs is to the student experience. These components of the daily student experience of the Aim High program are critical to students' social-emotional development and sense of belonging.

## Qualifications

- Currently a junior or senior in High School.
- We seek HSIA's who are interested in teaching or working with youth and are committed to developing their professional skills.
- An ideal candidate will be responsible, eager to learn, possess strong communication skills, and be interested in learning about education careers and pathways.
- Demonstrate the ability to work independently and as a team; build and maintain productive working relationships with colleagues and students
- Demonstrate a growth mindset along with a willingness to give and receive feedback.
- Responsible, conscientious, and demonstrate a commitment to social and racial justice, anti-racism, and equity in education
- Demonstrate a commitment to diversity, equity, inclusion, and anti-racism, along with social and racial justice as well as a high level of cultural competence

## Compensation and Schedule

- Reports to: Site Directors
- Location: Aim High has 18 sites across the San Francisco Bay Area, including San Francisco, Oakland, San Rafael, Novato, Napa, and Tahoe/Truckee.
- Classification: Non-exempt from overtime; paid hourly
- This is an hourly position, paid minimum wage, as determined by the city/county where the Aim High site is located. (\$16.00-\$18.07/hour)
- This is a temporary, full-time position for the six weeks of the summer program or as indicated below
  - May 11 / June 8 - July 20 (San Jose site)
    - Note: We anticipate approximately 8 hours of in-person training on May 11 followed by up to 8 additional hours of asynchronous training before June 8.
  - June 3 - July 12 (Oakland sites)
  - June 10 - July 19 (select SF sites)
  - June 10 - July 12 - (East Palo Alto)
  - June 17 - July 26 (select SF Sites, Richmond, San Pablo, North Bay Sites)
  - June 24 - August 2 (Tahoe/ Truckee)
- This position is expected to work during the general hours of 8am to 4pm and up to two family evening events.
- Unpaid holidays: Aim High's summer program will be closed on Wednesday, June 19th and Thursday, July 4th and Friday, July 5th.

## Requirements for hiring:

- Candidates hired for this position who will be under the age of 18 at the start of programming will be required to submit the following before their start date:
  - A signed form from a legal parent/guardian granting Aim High permission to conduct a background check, and
  - A signed work permit from the candidate's school or school district.
- All candidates hired will be required to attend an orientation meeting in May.

**Apply Now:** [www.aimhigh.org/teach/](http://www.aimhigh.org/teach/)

## Vaccination Policy

Aim High strongly encourages everyone to obtain the available COVID-19 vaccinations and boosters. The COVID-19 vaccine may be required for certain school sites and Aim High will comply with those policies. Aim High will review and consider requests for reasonable accommodations as needed.

At Aim High, we recognize that striving to be a truly anti-racist, diverse, equitable, and inclusive (A.D.E.I.) organization requires deep and long-term commitment. We know that we will make mistakes, and we are dedicated to learning from them. We ask our broader Aim High team – including staff, educators, board members, and supporters – to encourage, challenge, and join us in living out our commitment to A.D.E.I.

Aim High is an equal opportunity employer. Aim High seeks diversity in its community and affords equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.