

Monday, August 15, 2016

## AATT ACADEMY TEACHING ASSISTANT

Company: BAAD!--Bronx Academy of Arts and Dance  
Location: Bronx, NY  
Compensation: \$15 ph

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### AATT ACADEMY TEACHING ASSISTANT

Location: Bronx, NY Department: Programming Type: Seasonal/Part Time

BAAD! Bronx Academy of Arts & Dance creates, produces, presents, and supports the development of cutting edge and challenging works in contemporary dance and all creative disciplines that are empowering to women, Latinos and other people of color, and the LGBTQ (lesbian, gay, bisexual, transgender, and queer) communities. BAAD!'s newest initiative is the AATT Academy, a dance education program for students ages 6 to 9 years based on the dance training of our Artistic Director, Arthur Aviles. BAAD! seeks an AATT Academy Teaching Assistant.

The Teaching Assistant works closely with the Education Coordinator and is responsible for onsite coordination of the AATT Academy so that each student receives exemplary instruction in dance. Some teaching may be required but is not the focus of the position. The Teaching Assistant will serve as a direct contact for parents and guardians and the larger BAAD! community.

The Teaching Assistant position is no fewer than 10 hours a week sometimes reaching 15 hours per week. Compensation is \$15/hour. Official start date no later than October 3, 2016.

### DUTIES AND RESPONSIBILITIES

Assist Education Coordinator in implementing program curriculum and schedule with Artistic Director

Help recruit at least 26 students (13 girls, 13 boys) ages 6 to 9 years from Westchester Square and surrounding neighborhoods in the Bronx by creating relationships with parents, organizations, businesses, and schools

Supervise the day-to-day program, manage teacher schedules, procure substitute teachers or teach class when lead teacher is absent

Check each student and guardian in and out at the start of each day and end of each day

Attend each class and assist lead teacher by managing classroom behavior and demonstrating techniques

When necessary, manage communication between organization and teachers and parents via email, phone, mail, and other tools as needed.

Prepare documents as requested and collect and record tuition payments

Keep regular office hours each week and attend required staff meetings

### QUALIFICATIONS

Personable, friendly, and comfortable working with small children and their parents

Dance teaching experience

Ability to demonstrate skill in quickly handling concerns and resolving problems

Excellent verbal and written communication skills

Fluent in English and Spanish

For consideration please submit a resume and cover letter to [joseph@baadbronx.org](mailto:joseph@baadbronx.org) by September 2. Please use subject line "AATT Academy Teaching Assistant."

BAAD!--Bronx Academy of Arts and Dance  
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