



Instructional Assistant

OnePurpose School (OP) is a TK-5 grade in southeast San Francisco. OP is a free, open-enrollment, college-preparatory, public charter school. OP's model brings together four major educational advances in service of our students: project-based learning, STEAM, personalization of curriculum and a keen focus on fostering student agency. We will add grades 4-12 in the future, growing one grade per year and providing a unified TK-12th grade program to our community.

Who We Are Looking For

Instructional Assistants (IA) are key and critical resources in fulfilling our mission. As such, OP seeks exceptional and hard-working IAs to serve students in our early elementary grades.

Why Join Our Team

OP educators have a unique and exciting opportunity to be part of an exceptional team dedicated to fully preparing its students to go to and graduate from college and, consequently, disrupt the cycle of poverty that affects a disproportionate number of Black and Latino students. Our Instructional Assistants will have a deep and lasting positive impact for low-income children and families of color in San Francisco.

OP Instructional Assistants will join an extraordinary team of mission-driven educators: our teaching staff brings a keen focus on student achievement and a strong ability to collaborate; the Advisory Board is comprised of accomplished educators, parents and community members. OP strongly believes in developing our staff. OP partners with organizations such as Seneca Family of Agencies, Buck Institute for Education, and E.L. Achieve in order to provide the highest-quality professional development to our teachers.

What Makes the Right Fit

- OP seeks Instructional Assistants who:
- Have a demonstrated commitment and track record of success supporting low income Black and Latino students in urban areas in achieving high levels of social emotional and/or academic success
- Passionately believe, and relentlessly act upon the belief, that EVERY child can and must succeed in our school
- Are committed to collaborating with teachers and other Instructional Assistants to support classroom instruction and classroom management
- Can give and receive constructive feedback as part of a professional learning community, leading to stronger practice and higher student performance

- Have the demonstrated desire and ability to forge relationships with elementary school-aged students with a keen focus on college readiness
- Are committed to developing strong relationships with their students' families
- Are able and eager to work in an environment where intense collaboration is the norm
- Have a robust work ethic, the ability to be flexible, and a willingness to maintain an 'all-hands-on-deck' approach when necessary.

What the Work Entails

Responsibilities

Teaching & Learning:

- Work with the Assistant Principal and colleagues to establish students' academic and behavioral plans
- Support students in meeting established targets
- Support the delivery of high-quality, rigorous curriculum - Effectively manage student behavior within classroom
- Effectively support the implementation of character education across the school
- Monitor and track students' progress and revise/adjust instruction as necessary
- Collaborate closely and frequently with colleagues and Assistant Principal to align instructional and behavioral goals across grades
- Effectively and consistently implement students' ILPs and IEPs
- Support communication with parents regarding their child(ren)'s progress
- Prepare and maintain student records according to school guidelines

School Culture:

- Create and reinforce positive school culture and expected student behavior at all times anywhere on or outside school grounds
- Positively contribute to team meetings, including grade-level meetings and professional development meetings
- Conduct home visits in order to establish relationships with families
- Maintain respectful, productive communication and relationships with students, families and colleagues
- Attend family and school events as necessary
- Perform school duties and assignments (i.e. cafeteria duty, recess, etc.) as assigned

Professionalism:

- Actively participate in professional development meetings and activities
- Consistently implement OP's school-wide practices
- Maintain consistent and punctual attendance
- Complete all assignments in a timely fashion
- Positively represent OP at professional and education events at all times
- Serve as a role model for OP students

Professional Qualifications:

- Commitment to achieving success with traditionally underserved students and communities, specifically Black and Latino students

- Desire to help build an exciting, innovative new school that will serve as a model for other schools nationwide
- Bilingual in Spanish highly desirable

To apply, please e-mail your cover letter and resume to heidy@onepurposeschool.org. In your cover letter, please address why you believe you are a good match for OP and OP is a good match for you.