



Job Description Teaching Assistant

Position	Teaching Assistant- English/Social Science/Mathematics/Science/Hindi
Employment type	Full-time
Compensation	Above market
Locations	Bhopal, Indore, Jodhpur, Jaipur
Reporting to	Subject Expert
How to apply	Please apply through the link OR Email us at: careers@sitare.org

About Sitare Foundation: Sitare Foundation, founded by Shilpa and Amit Singhal, believes in the power of education and the impact it can have on the lives of people. In today's world, good education is not always accessible to the underprivileged in our society. There is tremendous potential and talent in these children, all they need is access to good education. We believe in finding the brightest and most intellectually gifted underprivileged children from across India, and providing them with a great education.

The challenge of educating underprivileged children is daunting, but that does not and *will never* deter us. We are taking a scientific, step-by-step approach to impact lives, families, and societies through education. We aim to educate 50,000 students by 2050. We know that after going through our seven-year program, our students will shine like Sitare, and inspire millions in their own communities.

Who should apply ?

We are looking for passionate young people who are willing to make a difference in the lives of the most talented children from the underprivileged backgrounds. Someone who is willing to learn and grow in a startup environment to make a measurable impact in the lives of children through education. We encourage college graduates and girls from low-income communities, who are looking to support their families and find meaning and purpose at work to apply.



Key Responsibilities

- Grading answer scripts and assignments, proctoring assessments, and attending other meetings scheduled by the subject expert, and to coordinate the logistics between the subject expert, students and coordinator.
- Work with students in small groups and guide their work with questions and check for understanding.
- Support the integration of technology into learning and actively promote and manage student attendance.
- Tracking student attendance and class schedules by coordinating with Subject Experts and City Coordinators.
- Manage logistics related to technology (ie: computer/internet set-up, manage student account information)
- Help subject experts and coordinators with recordkeeping, such as taking attendance and calculating grades.
- Facilitating student learning and arranging required resources to help teachers prepare for lessons.
- Escort and supervise students in the school.
- Documenting and reporting on students' progress.
- Review material taught in class with individual students with learning challenges.
- Ensure the safety of the students within the classroom and throughout the campus.
- Collaborate with Subject Experts and Coordinators to recognise issues students are facing and recommend creative solutions.
- Help students adjust, learn and socialize and report to teachers about possible behavioral issues.
- Carrying out other administrative tasks.

Additional

- Support the Sitare team by participating in organisational events.
- Liaise with colleagues, work collaboratively and participate in Sitare staff Team meetings.
- To assist with any other duties, tasks or jobs as may be reasonably requested by the Director of Academics, Director of Operations or Founder.



Qualification and Key Skills

- Specialization in a subject (English/Maths/ History/Chemistry/Hindi). A degree in Education will be an added advantage.
- Prior experience of working with younger students would be an advantage.
- Responsible and attentive to deadlines
- Be well organized, good at multitasking and have good time management skills.
- Ability to effectively communicate with teachers and parents regarding student's progress and behavior.
- Personal accountability and patience while working with children daily in a classroom environment.
- Experience fostering positive relationships with children and adults in a learning environment.
- Ability to manage potentially challenging behavior from students and maintain a professional and patient demeanor.
- Outstanding interpersonal skills and presentation abilities.
- Comfortable with technology: G-Suite (Gmail, Calendar, Google Sheets, Docs, Slides, Drive) and Microsoft (Word, Excel, Powerpoint) applications.