



 **LOCATION:** Pathway Academy, Big Spring, Texas

 **REPORTS TO:** Chief Operating Officer

 **SALARY:** Board Approved Pay Scale

## **ABOUT US**

At Pathway Academy, we believe in the transformative power of education and are dedicated to unlocking the immense potential within every learner. Our mission is to cultivate an environment conducive for students to become the best versions of themselves through personal connections, individual instruction and servant leadership.

## **POSITION OVERVIEW**

As a Teacher Apprentice, you will play a vital role in shaping the learning experience of students while gaining hands-on training in the classroom. This position is designed for individuals who aspire to become certified educators and are actively working toward their bachelor's degree. Under the mentorship of experienced teachers, you will assist in lesson delivery, student engagement, and classroom management while developing the foundational skills needed to lead a classroom in the future. This role provides an opportunity to work closely with educators, receive professional mentorship, and contribute meaningfully to student success while preparing for a full-time teaching career.

## **KEY RESPONSIBILITIES**

- Assist lead teachers with classroom instruction, lesson preparation, and student engagement.
- Support students through one-on-one assistance, small-group instruction, and differentiated learning strategies.
- Supervise students during classroom activities, transitions, and non-instructional periods, such as lunch, recess.
- Participate in classroom management, reinforcing positive behavior expectations and supporting a structured learning environment.
- Provide feedback on student progress to lead teachers and help track academic growth.

- Engage in mentorship, professional development sessions, and teacher training opportunities to develop instructional skills.
- Collaborate with educators and school staff to support student learning initiatives and school-wide programs.
- Assist in grading assignments, organizing classroom materials, and maintaining student records as needed.
- Perform other duties as assigned to gain experience in instructional strategies, curriculum development, and educational best practices.
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- Monitor and track student progress, providing interventions and support as needed.
- Assist students in developing effective study habits, time management, and organizational skills.
- Collaborate with teachers and administrators to identify students in need of additional support and create individualized intervention plans.
- Conduct workshops and seminars for students and parents on topics such as college and career planning, stress management, and effective communication.
- Stay current with educational trends, resources, and best practices to enhance the academic counseling program.
- Advocate for students' needs and work to create an inclusive and supportive school culture.

### **QUALIFICATIONS & SKILLS**

- Actively enrolled in a bachelor's degree program, working toward teacher certification.
- Experience working with children or in an educational setting preferred.
- Passion for education and a desire to work with students.
- Familiarity with classroom technology and instructional resources preferred.
- Strong communication and interpersonal skills.
- Ability to follow direction, take initiative, and work as part of a team.
- Commitment to upholding the school's mission and values.

### **ADDITIONAL INFORMATION**

Pathway Academy does not discriminate on the basis of race, color, national origin, age, sex or disability, in admission or access to, or treatment of employment in its programs and activities.

This job description is not an employment agreement or contract and does not alter your status as an at-will employee. The foregoing statements describe the general purpose and level of work assigned to



this position; they are not necessarily an exhaustive list of all responsibilities, duties or skills that may be required. Pathway Academy reserves the right to revise this job description at any time without notice.