



TITLE: Young Children's Division Teaching Assistant

DEPARTMENT:	Ballet Austin Academy
GRADE:	Part-Time, Hourly
COMPENSATION:	Competitive, based on training and experience
FLSA:	Non-exempt

POSITION SUMMARY:

The ideal candidate for this position possesses a background in dance, an interest in dance pedagogy, the ability to interact well with students and parents, strong organizational skills, strong verbal and written communication skills, strong time management skills and consistent punctuality, and a collaborative, team-based working style.

This position is for those interested in training to lead dance education to young children between the ages of 18 months to 5 years of age.

DUTIES AND RESPONSIBILITIES:

- Provide support in the in the dance studio, which includes;
 - Teaching Curriculum for young children selected by Curriculum Supervisor
 - Classroom management
 - Maintaining student attendance records
- Attend faculty and staff meetings when required
- Timely communication with supervisors and peers
- Serve as a substitute for other Young Children's Division Teaching Assistants as needed
- Week Day and/or Weekend Availability
- Performs other related duties as assigned by management

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Continually required to stand, dance, crawl, stoop, balance, kneel or crawl to demonstrate dance steps and participate with the class
- While performing the duties of this job, the noise level in the work environment is usually moderate
- The employee must occasionally lift or move up to 10 pounds

EDUCATION AND EXPERIENCE:

- High School diploma or equivalent
- Previous experience and/or training in dance, applicable to ballet, modern, jazz, or others

- 0 to 1 years of experience teaching dance to young children (not required)

COMPETENCIES – KNOWLEDGE, SKILLS, AND ABILITIES:

- Diversity
- Ethics
- Adaptability
- Punctuality
- Leadership
- Strong interpersonal skills
- Effective communicator
- Teamwork
- Safety and Security
 - Proficient personal computer skills including Google Drive, Excel

ORGANIZATIONAL RELATIONSHIPS

- Reports to: Young Children's Division Program Manager
- Supports: Academy Department and others as needed

TO APPLY

Please email cover letter, resume, and completed Ballet Austin application to lb.flett@balletaustin.org

BACKGROUND CHECK REQUIRED

PROOF OF IDENTITY AND RIGHT TO WORK IN THE UNITED STATES IS REQUIRED

NEW HIRES WILL BE ASKED TO PROVIDE PROOF OF COVID-19 VACCINATION

Ballet Austin is committed to enhancing the diversity of our student body, faculty, and staff. Hiring and other employment-related decisions are made on the basis of an individual's qualifications, past experience, overall performance and other employment-related criteria. In conjunction with Ballet Austin's commitment to increasing the racial diversity within our organization, we are particularly interested in receiving inquiries from applicants of color. It is the policy of Ballet Austin to provide equal opportunities for employment and advancement for all individuals, regardless of age, gender, race, religion, color, disability, veteran status, sexual orientation, national origin, or any other legally protected category.