



Job Description

TITLE: Young Children's Division Teaching Assistant

DEPARTMENT: Ballet Austin Academy
GRADE: Part-Time, Hourly, Primarily on Weekends
COMENSATION: \$19 per hour
FSLA: 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 teach dance classes to young children between the ages of 18 months to 5 years of age.

DUTIES AND RESONSIBILITIES:

- Provide support in the dance studio, which includes;
 - Performing tasks assigned by Instructor
 - Classroom management
 - Maintaining Student attendance records
 - Safely transporting children and maintaining accurate headcounts
- 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
- Weekend and/or weekday availability
- Performs other related duties as assigned by management

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Required to continually stand, dance, crawl, squat, balance, or kneel to demonstrate dance steps and participate with the class
- While performing the duties of the job, the noise level in the environment is usually moderate to high
- The employee must occasionally lift or move up to 20 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 year of experience teaching dance to young children (not required)
- Proficient personal computer skills including Google Drive, Excel, and Slack

COMPETENCIES – KNOWLEDGE, SKILLS, AND ABILITIES:

- Confident
- Collaborative
- Diplomatic
- Effective communicator
- Punctuality
- Values differences
- Resourceful
- Adaptability
- Instills Trust
- Safety and Security

ORGANIZATIONAL RELATIONSHIPS

- Reports to: Young Children’s 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**

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.