



Middle School Assistant Teacher and Administrative Associate

Paid Full Time Opportunity Available

Dietrich Bonhoeffer Academy is seeking individuals with an interest in middle school education to serve as Assistant Teacher and Administrative Associate. The position provides a wide range of opportunities including classroom instruction, student support, and school communications. Specific duties can be tailored to the skills and experience of the candidate. This is a full-time position for the 2025-26 school year.

Dietrich Bonhoeffer Academy is an independent middle school dedicated to supporting our students in the present while preparing them for success in the future. We offer a challenging curriculum emphasizing the acquisition of organizational skills that is delivered in an engaging, collaborative environment that encourages the development of strong social skills. By recognizing and meeting the unique needs of early adolescents, our learning program equips students to thrive in college preparatory high schools and beyond.

Primary Responsibilities:

Assistant Teacher

- Classroom supervision of students in grades 6-8 in afternoon learning sessions
- Coaching middle school students on organizational skills
- Proctoring student activities such as PE and recess
- Substitute teaching for morning learning periods
- Collaborate on evaluation of homework and other assignments

Learning Support Associate

- Track progress of students and identify support needs
- Maintain students records in academics, attendance, and conduct

Communications Assistant

- Compile, edit, and distribute school's Weekly Update for parents and students
- Support planning and logistics for school events
- Respond to admissions and other school inquiries

Requirements:

- Bachelor's degree
- Ability to work effectively with middle school students and faculty colleagues

Interested persons are asked to email a letter, resume, and the contact information of two references to jobs@dbahouston.org.