



Office of Field Placement & Partnership Outreach  
Lynch School of Education & Human Development

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**Teaching Graduate Assistant Position Description**

The Graduate Assistant reports to the Assistant Dean and Associate Director and supports pre practicum students at school sites across the greater Boston area.

**Hours:** 10 or 20 hours per week

**Supervisor:** Zina Hodge, Associate Director

**Start and End Dates:** Late August through mid May

**Stipend:** 2020-2021 fiscal year graduate or doctoral stipend rate including tuition remission credits

**Objectives of the Position:** On a weekly basis this position visits placement school(s), communicates with teacher candidates and supervising practitioners, hosts small group quality conversations, and evaluates teacher candidates' performance and journal reflections. Participation in all training, professional development and monthly meetings is required. Travel is reimbursed at the end of each semester.

**Position responsibilities:**

- Visit schools to guide and evaluate teacher candidates
- Complete and submit all practicum documents in a timely manner
- Respond to teacher candidates' practicum related inquiries via phone, email and in-person
- Correspond with administrators, supervising practitioners and partnerships schools as needed
- Enter data in a digital platform
- Host weekly quality conversations with teacher candidates to support teacher development

**Qualifications:**

- At least one year of teaching experience in a U.S. school
- Strong interpersonal skills
- Cultural competence
- Ability to lead and work independently
- Timeliness
- Familiarity with Google Suite and Microsoft products
- Knowledge of teacher education programs is helpful, but not required