



Assistant Teacher Position Description

Overview

Memphis Rise Academy's Assistant Teacher positions provide ambitious and committed educators with an opportunity to make a uniquely substantive impact on the lives of our students. We are looking for individuals who are motivated to work in an environment that is focused on preparing students for post-high school success, as well as who have a passion for impacting students beyond just the execution of curriculum. Responsibilities of Assistant Teacher positions are detailed below.

Responsibilities

Assistant Teachers are among the most flexible educators at Memphis Rise Academy. Over the course of a day, week, month, or school year, Assistant Teacher roles may include some or all of the responsibilities listed below.

- Lead teach classes at any grade level and in any content area, in the absence of the assigned teacher, following lesson directions left behind to ensure the continuity of instruction during a teacher's absence. (In some cases, this may include consistent long-term coverage of a specific class in the case of a planned long-term teacher absence.)
- Co-teach classes at any grade level and in any content area, in the absence of an assigned co-teacher (usually a Special Education or ESL teacher), collaborating with the lead teacher to support students in the class, especially those on the caseload of the teacher who is absent.
- Read tests and assessments aloud to small groups of students.
- In collaboration with an Instructional Coach or Interventionist, lead small-group intervention in either Literacy or Math.
- Develop a working knowledge of academic, cultural, and operational systems that are executed school-wide and at specific grade levels, and execute responsibilities within the context of these systems.
- Maintain a well-managed classroom environment, consistent with Memphis Rise Academy's core values of Responsibility, Excellence, Ambition, Commitment and Honesty, as well as our school's expectations of structure and urgency.
- Collaborate with members of the school Leadership Team and other support staff to identify and address challenges in a solutions-oriented, student-centered manner.
- In some cases, serve in tandem with another teacher as a classroom advisor in Memphis Rise Academy's daily Advisory program, helping students prepare for college through thematic activities such as goal-setting, self-reflection and betterment, and peer collaboration.
- Participate in Memphis Rise Academy Professional Development, beginning in summer and continuing each Friday afternoon (after early dismissals) throughout the year.



- Assist with school operations related to Registration, Parent-Teacher Conferences, school arrival and dismissal, and parent/community events during school hours.
- Other reasonable duties designed to complement those above, assigned by the Principal or members of Memphis Rise Academy's Leadership Team.

Ideal Candidates

Memphis Rise Academy is open to a wide variety of candidates and has a history of hiring candidates with vastly disparate background and experience. Our ideal candidates are individuals who understand that doing the best we can for students every day is the ultimate goal, and reaching that goal requires flexibility, creativity, true belief in the potential of our students and school, and an asset-based mindset towards all school stakeholders. We are looking for people who want to commit themselves to preparing our students for college and being engines for them to, in many cases, begin believing that college is not just a possibility, but a realistic and achievable goal.

Role Specifications

FLSA Status: Exempt

Time: Full-Time

Supervisory Responsibilities: None

Travel: None

Physical Demands: This position may seldom require lifting up to 50 pounds.

Work Environment: The majority of this role is completed in a school setting, which is made up of work in offices, classrooms, and other public areas of a school building.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Memphis Rise Academy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.



How to Apply_____

To apply for any open position at Memphis Rise Academy, send a resume and cover letter to careers@memphisrise.org.

Employee Signature

Manager Signature

Job Description Reviewed: May 14, 2026