



Public Charter High School

STUDENT AFFAIRS ASSOCIATE

Thurgood Marshall Academy is a college-preparatory, law-themed high school located in the Anacostia neighborhood in southeast Washington, DC—the most under-served community in the District of Columbia. Thurgood Marshall Academy currently serves approximately 400 students in grades 9–12. Thurgood Marshall Academy offers a standards-based, college preparatory academic program to all of its students. The curriculum strives to help students develop their own voice by teaching them the skills lawyers have—the ability to solve complex problems, think critically and advocate persuasively for themselves and their communities. The instructional program prepares students to master District of Columbia and national standards by balancing standardized test preparation with creative and engaging alternative assessments.

Working at Thurgood Marshall Academy

Thurgood Marshall Academy is currently accepting resumes for a 2025-2026 vacancy for a **Student Affairs Associate**. The Student Affairs Associate is a full-time, salaries, twelve-month position with a starting salary of **\$53k depending on experience**.

Applicants should be passionate, energetic, and dedicated to working with under-served youth. Candidates should have a relentless commitment to educating and engaging our students in their academic pursuits. Candidates must hold at least a high school diploma. Candidates with prior teaching experience, experience implementing restorative practices, and/or certification are strongly encouraged to apply.

SUMMARY DESCRIPTION OF CLASSIFICATION: Under the direction of the Director of Student Affairs, provides administrative assistance in areas assigned, including student supervision, specifically in attendance, discipline, guidance, and a variety of student body activities. Provides student supervision and restorative interventions to students experiencing problems in discipline and attendance. Provides an atmosphere and an environment conducive to the intellectual, physical, social and emotional development of individuals to ensure success for every student. Supervises students in a variety of school related settings. Monitors and evaluates student outcomes. Communicates and interacts with students, parents, staff and community. Maintains appropriate records and follows required procedures and practices.

KNOWLEDGE, SKILLS, AND ABILITIES: Ability to work effectively with administrators, colleagues, and school based staff, students, parents and community. Excellent oral and written communication and human relations skills.

GENERAL EXPECTATIONS:

- Maintain a safe learning environment for all students.
- Maintain discipline and support TMA's code of conduct and discipline policies.
- Participate in professional growth activities and meetings with other teachers and grade level instructors.
- Be reflective and open to feedback in order to grow as an instructor.
- Makes provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.



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- Establish relationships with colleagues, students, parents and community which reflect recognition of and respect for every individual.
- Remain reflective and open to feedback in order to grow.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Assist with daily morning arrival and dismissal procedures
- Complete regular hallway sweeps
- Supervise the cafeteria during assigned lunch block(s)
- Notify students and families of detentions
- Supervise in-school suspension
- Facilitate restorative practices
- Facilitate meetings with parents, students, and teachers when necessary
- Facilitate uniform distribution
- Provide administrative support to Student Affairs Team (ie. phone calls, mailings, etc.)
- Create lesson plans for discipline classes
- Data entry as needed
- Serve as Dean of the Summer Prep Program or assume Summer School duties under the direction of school leaders
- Assume other duties, as assigned by your supervisor

Thurgood Marshall Academy encourages applications from people with diverse backgrounds. Thurgood Marshall Academy is an equal opportunity employer. Compensation Thurgood Marshall Academy offers its employees a competitive salary and benefits. To apply, submit a resume and cover letter to teach@tmapchs.org. Please no phone calls.

BENEFITS:

- 401(k), 401(k) matching
- Dental insurance
- Flexible spending account
- Health, vision, and dental insurance
- Health savings account
- Life insurance
- Paid time off
- Parental leave



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- Professional development assistance
- Retirement plan
- Tuition reimbursement