

POSITION TITLE: Assistant Teacher

DEPARTMENT: Family & Resident Services

STATUS: Non-Exempt (part-time, temporary)

SALARY: \$17.00/hour

POSITION SUMMARY:

The WHA Learning Center provides after-school assistance as a “drop-in” program for children of Great Brook Valley/Curtis Apartments. The Learning Center can accommodate up to 30 children per day and is an active and dynamic learning environment. Time spent in the Learning Center focuses on assisting children with homework and studies in a safe, constructive environment. The Assistant Teacher works under the supervision of the Lead Teacher and relies on their own academic skills, friendliness, and good humor to assist students with assignments, get kids excited about learning, serve as role models, and generally promote academic and social success. **Hours are Monday – Thursday 2:00 p.m. to 5:00 p.m.** and run the academic year (begins in September, ends in June).

ESSENTIAL FUNCTIONS:

1. Supervision of children using the Learning Center.
2. Assist the Lead Teacher in delegating tasks to the Learning Center tutors and ensuring children are being helped.
3. Work with directly with the children, one on one and in groups, assisting with homework, projects, test preparation and general learning.
4. Open, close and secure the Learning Center during operational hours.
5. Focus on specific, teacher and parent-supported academic goals.
6. Attend scheduled staff meetings as requested.
7. Communicate regularly with the Assistant VP of Resident Services for support and resources.
8. Keep the Learning Center neat and clean at all times so students have a safe and supportive space to learn.
9. Performs similar job-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Bachelor’s degree preferred.
2. Ability to be relied upon to be available for work.
3. Appropriate and professional behavior at all times.
4. Good interpersonal communication skills.
5. Positive, supportive, calm, patient and professional demeanor.
6. Ease in relating to and communicating with people from varying educational, cultural, and social backgrounds.
7. Ability to read, write, speak and understand English well.
8. Bilingual (Spanish) helpful.
9. Excellent computer and internet skills.
10. Basic knowledge of grade-school academic topics.