

POSITION TITLE: Assistant Teacher

DEPARTMENT: Resident Services

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

SALARY: \$20.00/hour

POSITION SUMMARY:

Reporting to the Lead Teacher, the WHA's Assistant Teacher position provides supervision and assistance in the WHA's after-school "drop-in" Learning Center for up to 20 children living in the Great Brook Valley/Curtis Apartments. The Learning Center is an active and dynamic environment for academic support and skill development, with time spent on supporting youth in completing homework, developing independence, and enrichment programs. Providing a safe, attentive, and constructive environment for children in grades 2-8, the Assistant Teacher will rely on their own academic skills, compassion, and patience to serve as a role model, assist students in groups and one-on-one in understanding and completing academic assignments, get students excited about learning, and promote academic and social success.

This is a part-time, non-benefitted, seasonal (school year) position with normal hours of Monday through Thursday 2:30 p.m. to 5:00 p.m., from September 2023 to June 2024. This is an onsite (not remote) position located in Worcester, MA.

ESSENTIAL FUNCTIONS:

1. Supervise children utilizing the after-school Learning Center.
2. Assist the Lead Teacher in delegating tasks to the tutors and ensuring all children are being helped and engaged.
3. Develop the reading and math skills of each student based on their individual ability level, using the IXL online educational program to evaluate their progress.
4. Work directly with students, both one-on-one and in groups, to assist with homework, projects, test preparation, subject-related assignments, and general learning.
5. Create a learning atmosphere that inspires curiosity and willingness within each student to become a lifelong learner.
6. Focus on students' specific academic goals developed in collaboration with the Lead Teacher, the child's school, and parent/guardian.
7. Attend scheduled staff meetings as requested.
8. Communicate regularly with the Lead Teacher, Program Coordinator, and/or VP of Resident Services for support and resources.
9. Ensure the Learning Center is organized, clean, and secure, so that students have a safe and supportive space to learn.
10. Perform similar, job-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Bachelor's degree preferred.
2. Experience as a teacher and/or working with children preferred.
3. Appropriate and professional behavior and a positive, patient, supportive, and calm demeanor.
4. Good interpersonal communication skills.
5. Ability to work effectively with people of diverse backgrounds and cultures.



6. Ability to read, write, speak, and understand English well.
7. Bilingual (English/Spanish) is a plus.
8. Excellent computer and internet navigation skills.
9. Ability to be prepared, flexible, and open to change.
10. Ability to be relied upon to be available for work.