

POSITION TITLE: Assistant Teacher

DEPARTMENT: Resident Services

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

SALARY: \$20.00/hour

ABOUT THE WHA:

At the Worcester Housing Authority (WHA), our mission is to enhance the Worcester community by creating and sustaining decent, safe, and affordable housing that champions stability and self-sufficiency for our residents. As the second largest housing authority in New England, widely recognized for our innovative and progressive programs, we're not just providing housing – we're building futures. We're looking for candidates who are mission-focused, goal-driven, and passionate.

The WHA is committed to developing and supporting a diverse, equitable, and inclusive community both inside and outside of the workplace. Representation is important; our clients come from all walks of life and, not unintentionally, so do our staff. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our agency stronger.

ABOUT THE POSITION:

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 5:30 p.m., from September 2024 to June 2025. This is an onsite (not remote) position located in Worcester, MA. There will be opportunities for occasional additional hours to help provide childcare during adult learning Thrive Academy courses.

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. Serve a snack and dinner to children participating in the program (prepared and provided by a third-party vendor).

8. Attend scheduled staff meetings as requested, and communicate regularly with the Lead Teacher, Program Coordinator, and Program Manager 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. Ability to pass required criminal background checks.
4. Appropriate and professional behavior and a positive, patient, supportive, and calm demeanor.
5. Good interpersonal communication skills.
6. Ability to work effectively with people of diverse backgrounds and cultures.
7. Ability to read, write, speak, and understand English well; 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.

ENVIRONMENTAL/PHYSICAL REQUIREMENTS:

This position requires working in all weather conditions, is subject to heavy/strenuous work, and may encounter undesirable pests. Candidate must be able to meet all of these requirements.

Environmental:

1. Ability to work in an environment with conditions such as sleet, snow, dust, and dirt, as well as cramped quarters and high places.
2. Ability to work in environment with conditions, which may include fumes, odors, gasses, chemicals, dust, grass, weeds and pollen as well as noise in the range of 30 – 65 decibels.
3. Ability and willingness to wear any and all protective and safety clothing and devices as instructed, which may be required to work in the environments outlined above.

Physical:

Constant (70%-100%)	Frequent (30%-70%)	Occasional (0-30%)
Eyesight/hearing	Climbing stairs/ladders	Lifting/carrying up to 25 lbs.
Walking/standing	Sitting	Pushing/pulling up to 25 lbs.
Repetitive hand/arm motion	Using computer/electronics	
Bending/twisting at waist		
Kneeling/squatting		
Reaching above shoulder		