**Job Title:** K-5th After-School Teacher Aide

**Reports to:** Program Manager

**Classification:** Part Time Nonexempt, M-Th: 2:30-6:00

**Supervisory Responsibilities**: None

**Date:** 07/07/22

Our Mission: Grace Place puts faith into action providing pathways out of poverty by educating children and families.

**Summary/Objective**:

Together with the manager of the Elementary After-School program and the classroom teacher, the Teacher Aide is responsible for supporting the implementation of high-quality, comprehensive, and developmentally appropriate programming for the afternoon Elementary School-Aged After-School Program (approx..14 hours/week)

**Essential Duties and Responsibilities:**

* Classroom supports
  + Aid in maintenance of classroom organization by completing tasks such as, but not limited to the following: classroom set up and clean up, managing classroom supplies and materials, assisting the teacher with the preparation and implementation of classroom activities, and effective management of student behavior
  + Ensure the safety of children by providing appropriate and active supervision during activities in a variety of settings—classroom, playground, bus, cafeteria, etc.
* Curricular support
  + Support the instructional methods of the class to promote math and reading growth including whole group instruction, center-based learning activities, homework support, and small group instruction
* Volunteer Management
  + Welcome and encourage volunteer involvement in the classroom
  + Model and coach volunteers in appropriate strategies for instruction and classroom management
  + Maintain high visibility and a hands-on presence with students, staff, volunteers, and parents who are participating in the program
* Communication
  + Support the 6 parent events during the year
  + Work collaboratively with teachers and managers to communicate program expectations and changes to parents

**Qualifications:** Staff must qualify in all the following:

**Education/Experience:**

* No experience required

**Knowledge, Skills, and Abilities:**

* Bi-lingual, preferred (English/Spanish or English/Haitian Creole).
* Demonstrated desire in working with diverse cultures and populations.
* Strong interpersonal skills and written communication skills.
* Commitment to the mission and core values of Grace Place.
* Current first aid and CPR certificates (can obtain within 90 days of employment).
* Able to pass background checks and FDLE fingerprinting.
* Able to obtain Foundation DCF certificate within one year of employment.