

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.
JOB DESCRIPTION

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POSITION: **AFTERSCHOOL TEACHER ASSISTANT**

PURPOSE: Assist the Lead Teacher in the afterschool program.

QUALIFICATIONS:

Education: High School Diploma required, Associate Degree in an educational field preferred.

Experience: Prefer at least 1 year of work experience with youth in an educational setting

Skills, Abilities, and Knowledge:

- a. Ability to implement lesson plans on various STEM-based topics for elementary and middle school curriculum
- b. Ability to assist with academic tutoring
- c. Treat all youth with respect and dignity
- c. Ability to multitask and resolve challenging situations productively and without personalization
- d. Ability to manage time and classroom
- e. Ability to work well under stress
- f. Ability to work as team with other staff
- g. Ability to properly discipline children implement positive discipline

REPORTS TO: Youth Manager

SUPERVISES: None

JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur frequently too constantly

Physical Efforts: Moderate physical effort in a predominately standing position

Special Demands: Current Act 33, 34 and FBI/DPW fingerprint clearance documentation at hire. Valid driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum).

Duties may include any or all of the following: This list is intended to be representative.

01. Assist with creating a healthy and safe learning environment
02. Identify and recruit 21st Century Community Learning Center students
03. Facilitate afterschool program
 - a. Ensure ongoing communication with appropriate school staff, parents and Youth Manager
 - b. Collect and record student data (report cards, attendance, and surveys)
 - c. Research and implement meaningful, academic-based curriculum activities that aligns with lesson plans
 - d. Mentor and instruct students on academic and character education for middle and elementary students at assigned site, according to the 21st CCLC program and the Private Industry Council curriculum and policies.
04. Assist Lead Teacher in identifying school day teacher (Math and Reading) and have them complete and submit teacher survey (21st CCLC Survey)
05. Assist Lead Teacher in monitoring students' attendance, make follow-up calls to parents, and ensure the information is entered into the Weekly Report (Parents Communication Form)
06. Assist Lead Teacher at dismissal to ensure all students are in their assigned bus and proper pick-up procedures are enforced
07. Assist Lead Teacher in planning and executing three (3) Parent Workshops during the program year

08. Assist Lead Teacher in requesting materials/supplies a month in advance using the appropriate order form. If necessary, assist Lead Teacher to order program supplies/materials by emailing Youth Manager, as well as the safeguard of those materials at his/her school. At the end of the program year, assist Lead Teacher with performing an inventory and returning materials to the PIC Office.
09. This is just a representation of job responsibilities and expectations. Flexibility and adaptation to the needs of the program and students are necessary
10. Participate in required PD trainings

CORPORATE EXPECTATIONS:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY: \$15.00

HOURS PER WEEK: Up to 4 days per week,
Hours are pending program working in