



Job Description

21st CCLC Teacher Assistant

Reports to: 21st CCLC Program Director

Status: Temporary

Schedule: Up to 15 hours per week

Pay scale: \$15.00 per hour

The Organization: Better Basics is a 501(c)(3) nonprofit organization advancing children's reading and mathematics literacy. Better Basics works to eradicate illiteracy among children in Central Alabama by delivering reading and math instruction and resources to empower the educationally vulnerable.

Position Summary: The 21st CCLC Teacher Assistants monitor students, assist with instruction, and assist teachers with set-up/clean-up of materials and equipment for daily activities. They provide health/nutrition instruction, assist vendors, and ensure successful student participation.

Qualifications and Requirements

- Classroom teaching experience in an elementary setting preferred
- Excellent organizational and communication skills
- Knowledge of federal and state regulations governing 21st Century Community Learning Centers
- Ability to use and instruct others on the use of iPads, laptops, interactive whiteboards and web based software
- First Aid and CPR certification
- Professional appearance and disposition with volunteers and staff
- Ability to frequently ascend and descend stairs in schools to access classrooms
- Ability to transport up to 30lbs.

Responsibilities:

- Guides students in all aspects of HOPE Center activities including check-in, snack, fitness, homework remediation, academic intervention, and enrichment.
- Assists Teachers with set-up and clean-up of all materials and equipment for daily activities
- Responsible for acquiring and setting up snack time daily
- Assists in teaching daily lessons in fitness, nutrition, and community building
- Utilizes materials provided by Better Basics to carry out lessons plans



- Implements positive behavior support to maintain good discipline and a positive learning environment
- Sets a good example for students and others with regards to cleanliness, appropriate dress, punctuality, sharing clean up and chores, and sportsmanship
- Encourages respect for personal property, program, and recreation equipment, and facilities
- Assists teacher with all required reports including attendance sheets, injury reports, snack counts, and discipline records
- Maintains awareness of the health and well-being of assigned students
- Attends all required staff meetings, orientation, and training sessions