

Sheffield City Schools
21st Century Community Learning Center
After School Program

TITLE: TEACHER ASSISTANT- 21st Century Community Learning Center

REPORTS TO: Site Coordinator/Lead Teacher

QUALIFICATIONS:

1. High School Diploma or equivalent required.
2. Experience working with children preferred.
3. Someone who enjoys working with children, is a good role model and exhibits an appropriate level of academic performance.
4. Must undergo a required criminal background check.

JOB GOAL:

To provide supervision, instruction and care of children in the 21st Century Community Learning Center (CCLC) program, and any other additional duties as assigned.

JOB RESPONSIBILITIES:

1. Assist the 21st CCLC Site Coordinator and Lead Teacher(s) in providing appropriate learning experiences for students.
2. Is acquainted with all children and aware of their needs.
3. Cooperates in maintaining a positive and supportive atmosphere in which each child may come to know their freedoms and limitations.
4. Treats each child consistently and kindly in the patterns established by the teacher.
5. Seeks to be a helper figure to the children.
6. Is consistently mindful of the goals of the 21st CCLC Program and works for daily realization of these goals.
7. Attends all staff meetings/trainings.
8. Abides by all policies of the 21st CCLC Program.
9. Assists the Site Coordinator and Lead Teacher(s) in the planning process for instruction and enrichment, when requested, and carries out any responsibilities assigned.
10. Assists in the supervision of students. Serious discipline infractions will be reported immediately to the teacher or site coordinator.
11. Assists with remediation, homework, enrichment, recreation and snack/meals.
12. Assists the teacher in maintaining accurate daily attendance and lesson plans.
13. Interact positively with parents.
14. Assists with all housekeeping tasks.
15. Maintain current CPR certification.
16. Other duties as assigned.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, walk and use hands to finger, to handle, or feel objects, equipment, or controls. The employee frequently is required to talk and hear. The employee is occasionally required to reach with hands and arms, climb stairs, bend, stoop, squat, crouch

and kneel. The employee must occasionally lift, push, pull carry and/or move up to 50 pounds. Specific vision abilities required by this job include near vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy

SALARY: \$12.00 per hour