



## **Job Description Teacher Assistant for Next Level Enrichment Program**

**Position Summary:** Responsible for assisting the Lead Teacher in implementing educational programs in accordance with Charlotte (CMS) and NC State Standards policies and procedures, as well as the safe oversight of students assigned to the class.

**Reports to: Lead Teacher**

**Requirements:** An Associate Degree in Early Childhood Education, Elementary or 5 years successful experience as a Teacher Assistant. Candidate may be in the process of completing certification. Applicant must successfully pass criminal background check. Bilingual skills are desired.

**Teacher Assistant Responsibilities include: (but are not limited to)**

- Assisting lead teacher in providing a high-quality educational experience for students served.
- Work with students in math & reading and planning the instruction with lead teacher.
- Assisting the lead teacher in conducting on-going assessments to gather information about each child's growth and skill development, as well as to inform instruction.
- Helping provide meaningful opportunities and communication with families to encourage their involvement in their child's learning experiences.
- Assisting children with daily classroom maintenance.
- Organize and supervise afternoon snacks.
- Organize and supervise students on outside activities
- Read all information sent to you in a timely manner. Keep it for reference if necessary.
- Assist in cleaning up areas used by the program at the end of the day.
- Assist and Support **Site Director** and staff as needed.
- **TA** will have the option of working extended hours in the after school program (4-6 PM).
- Have Fun! Smile! The students will react to your leadership and mood, so keep it **Positive!**

**Evaluation:** Feedback will be given weekly by the Lead Teacher.

**Selection Procedure:** The credentials and backgrounds of the persons who submit an application will be reviewed. Following this initial screening, a list of persons will be selected as candidates. Interviews will be held for selected candidates.

**All employees are required to submit to a criminal record check. Statement of Assurance of Compliance with Federal Laws:** It is the policy of the Next Level Summer Enrichment Program students not to discriminate on the basis of race, national origin, color, age, gender, height, weight, disability, religion marital status, or sexual orientation in any of its employment practices, educational programs, services or activities.