



Position: Before & After School Teaching Aides
Department: Education Services
Salary: Competitive Part – Time Compensation

The ASP Teaching Assistants model maintains and enhances the environment where preschool students expand their knowledge, build social skills, and share educational and recreational experiences. General responsibilities include directly supervising students at 3 – 5 under the direction of the after-school lead teacher. This includes supervising in the classroom, on the playground, and throughout the building. Assisting with small group activities, read-aloud, potty training, diapering, and other classroom expectations. The teacher assistant is also responsible for opening and closing the after-school program. The teacher assistants should encourage a positive, friendly, safe environment for our preschool students while maintaining order and discipline among youth using established Standard Operating Procedures and approved intervention techniques to diffuse escalating situations.

Key Qualifications

- Assist with planning and implementing fun and educational activities for preschool and school-aged children.
- Brainstorm creative ways to provide and continue the execution of quality programming.
- Ensure the after-school program is properly clean, neat, organized, and safe for all students. All staff are responsible for maintaining a cleanliness culture, which includes specific cleaning duties as assigned and/or general cleaning, organizing, inventorying, etc.
- Additional Responsibilities
- A demonstrated passion for working with youth and belief in UVSO's mission.
- Adhere to UVSO procedures and policies for the safe operation of programs.
- Facilitate and/or support small group sessions.
- Provide First Aid, diapering, and toileting.
- Ability to effectively communicate with diverse stakeholders (youth, parents, parents, caregivers, diverse cultures, peers, and supervisors)
- Previous experience working in education.

Physical Requirements/Work Environment

- Must be able to function under fast-paced and noisy conditions.
- Candidate should be physically fit to engage in youth activities and programs when necessary. Position may require being on feet for long periods of time.
- Physical requirements include sight, hearing, standing, stooping, running, sports-related activities, and lifting a minimum of 15 lbs.
- Minimum requirement: Must hold a CDA certificate or be actively enrolled in a CDA program.
- Available to work Monday through Friday 7:15am – 10:15am and 2:15pm – 5:15pm (this is a split shift).
- Extended hours are ½ day and during parent conferences.

****This position is not eligible for benefits or paid time off**

Disclaimer

Job description information reflects proposed or incumbent job responsibilities. The information presented, while not an exact or exhaustive listing, describes the work, performance standards, and qualifications typically required of positions or employees in this job; as such they are subject to change. Unified Vailsburg Services Organization (UVSO) is an equal opportunity employer and does not discriminate against any potential job candidate or employee on the basis of race, creed, color, sexual orientation, national origin, or gender.