



## ENCHANTED EDUCATION

### Creative Learning Assistant

### Job Description

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<b>Title:</b>	<b>Creative Learning Assistant</b>
<b>Pay Rate:</b>	<b>\$19.00 - \$22.00, depending on experience and qualifications</b>
<b>Reports To:</b>	<b>Senior Program Manager (Enrichment)</b>
<b>Status:</b>	<b>Hourly/ Non-Exempt ▾</b>
<b>Hours:</b>	<b>Part-Time ▾</b>

#### **JOB SUMMARY:**

We are seeking a passionate and innovative Creative Learning Assistant to join our team. This role is pivotal in supporting the enrichment in Expanded Learning programs. The ideal candidate will bring creativity, enthusiasm and commitment. The Creative Learning Assistant (CLA) is responsible for assisting the Creative Learning Instructors with preparing instructional materials for the classroom, assisting in implementing educational activities, and monitoring students. The CLA must have a genuine interest in the growth, development, and provision of a safe and nurturing environment for the students they work with. Establishing connections through leadership, communication, and patience is crucial in providing students with the stability and nurturing atmosphere they need to succeed.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

##### **Instructional Support:**

- Assist the Creative Learning Instructor or Creative Learning Specialist in delivering engaging, interactive, and age-appropriate lessons.
- Prepare, organize, and distribute instructional materials and classroom resources.
- Provide individualized and group support to students during lessons, helping to reinforce learning objectives and foster participation.
- Monitor student engagement and behavior, offering feedback to the lead instructor to support ongoing instructional improvement.
- Implement planned enrichment activities and support in facilitating hands-on learning experiences.
- Substitute instruct when necessary to ensure continuity of instruction and student support.

##### **Classroom & Student Management:**

- Set up and break down classroom spaces and materials before and after instructional activities.
- Ensure a safe, clean, and inclusive classroom environment that promotes creativity, curiosity, and collaboration.
- Maintain active visual supervision of students at all times, both indoors and outdoors.



- Oversee daily student check-in/check-out procedures, including accurate completion and review of sign-in/sign-out logs.
- Assist with behavior management by promoting positive reinforcement and implementing effective classroom strategies.
- Identify and report student needs, concerns, or behavioral changes to the Creative Learning Instructor and/or Quality Assurance Manager (QAM) in a timely manner.
- Support classroom organization by maintaining order, cleanliness, and readiness for instruction.

**Professionalism & Collaboration:**

- Attend and actively participate in all required staff training, team meetings, and professional development opportunities.
- Communicate effectively and respectfully with students, staff, and families to foster a positive and inclusive environment.
- Collaborate with instructors, site coordinators, and other team members to enhance program quality and student experience.
- Demonstrate a commitment to the mission and values of the Expanded Learning program by modeling professionalism, integrity, and enthusiasm.

**Other Duties Assigned:**

- All other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

To perform this job successfully, the employee must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Comply with company policies and procedures in employee manual;
- Available to work fluctuating hours, including weekends, if necessary;
- Be able to work well with not only co-employees, but also clients and vendors;
- Must be able to perform each essential duty satisfactorily;
- Must be able to provide outstanding customer service to clients;
- Be fluent in speaking English and being bilingual in Spanish is preferred.

**CULTURAL COMPETENCIES:**

- Uncompromising integrity;
- Champions the mission, culture, and objectives of the employer;
- Demonstrates value and respect for all employees;
- High energy and enthusiasm;
- Values the ideas and opinions of others and routinely collects their input as part of the decision-making process;
- Performs effectively as a team player

**EDUCATION and REQUIREMENTS:**

- Experience working with young children and the ability to inspire and motivate.



- Must be 18 years of age or older and provide proof of a High School diploma or G.E.D. Required.
- Ability to speak and write standard English appropriate in a public school setting.
- Ability to be flexible and adjust to changes in a dynamic environment.

**BACKGROUND CHECK/TESTING/CERTIFICATION:**

- Must pass Live Scan (criminal background check via fingerprinting).
- Must pass drug testing.
- Provide a clear TB test
- CPR/ First Aid Certification

**PHYSICAL, MENTAL, AND ENVIRONMENTAL CONDITIONS OF ESSENTIAL DUTIES OF THE JOB**

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable Individuals with disabilities to perform the essential functions. The demands for this job include those that are set forth hereinafter. The following designations are the codes used to complete the section of the job description: “F” is for frequent; “O” is for occasional; and “N” is for not at all:

**Physical:**

On the job, the employee must

- (F) Bend
- (F) Handle Objects (manual dexterity)
- (F) Squat
- (F) Reach above shoulder level
- (F) Crawl
- (F) Use fine finger movements
- (F) Climb
- (F) See, hear, and speak
- (F) Kneel
- ( ) Other ( \_\_\_\_\_ )

**Mental**

On the job, the employee must be able to

- (F) Read/Comprehend
- (F) Write
- (F) Perform calculations
- (F) Communicate orally
- (F) Reason

**Environmental:**

On the job, the employee

- (O) Is exposed to excessive noise
- (O) Is exposed to marked changes in temperature and/or humidity
- (O) Is exposed to dust, flumes, gases, radiation, microwave (circle)
- ( ) Other ( \_\_\_\_\_ )

**Must carry / lift loads of:**

- (F) light (up to 25 lbs)
- (O) moderate (25 lbs to 50 lbs)
- (N) heavy (over 50 lbs)

**ENCHANTED EDUCATION EMPLOYMENT STATEMENT:**

This position is contingent on continued partnership agreements with local schools. Employment may be affected by changes in program funding, site participation, or school contracts. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. All terms and conditions of Enchanted Education at-will employment duties and responsibilities are subject to the Enchanted Education Employee Handbook.

The employee signature below indicates the employee understands the requirements, essential functions, and duties of the position.



I have had all questions about my job description explained to me to my satisfaction. I understand that nothing in this job description restricts management's right to assign or reassign duties and/or responsibilities to this job at any time.

Print Name:

Signature: <input type="text"/>	Date: Click or tap to enter a date.
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