



ENCHANTED EDUCATION

Creative Learning Assistant

Title:	Creative Learning Assistant
Pay Rate:	\$19.00
Reports To:	Quality Assurance Manager
Status:	Part-Time
Hours:	Approximately 15-25 hours per week, Monday - Friday, scheduled between the hours of 12:00pm. and 6:00pm
City:	Varies

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 Instructor or Creative Learning Specialist 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:

- Assist the lead instructor in delivering engaging and interactive lessons.
- Set up necessary materials and organize equipment for classes.
- Provide support and guidance to students during class activities.
- Monitor student progress and provide feedback to the lead instructor.
- Assist with maintaining a safe, stimulating and inclusive learning environment.
- Collaborate with the lead instructor to deliver lesson plans and prepare instructional materials.
- Ensure student safety through active visual supervision, indoors and outdoors.
- Maintain student safety by ensuring students sign in and reviewing sign-in/sign-out documents for accuracy.
- Identify student needs and communicate to Creative Learning Instructor, Quality Assurance Manager (QAM).
- Assure cleanliness and orderliness of the classroom by assisting in cleaning, preparing materials and implementing effective classroom management strategies.



- Assist with other daily classroom functions and special assignments as directed; including, but not limited to, substitute instructing.
- Attend trainings and staff meetings as assigned.
- All other duties assigned.

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.
- Bilingual (English/Spanish) preferred.

BACKGROUND CHECK/TESTING/CERTIFICATION:

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

SUPERVISORY RESPONSIBILITIES:

- This position requires the supervision of children.
- Keeping accurate attendance sheet records.

TRAVEL:

- Travel will be required; a valid driver's license and reliable transportation is required.

PHYSICAL DEMANDS:

The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Long periods of standing, walking, sitting, and moving quickly.
- Sitting on the floor and returning to a standing position.
- Considerable long periods of physical activity.
- Requires some physical work; kneeling, bending, squatting, lifting, pushing, pulling, or carrying objects or children.
- Lifting and moving up to 50 pounds.
- Physical work is a primary part.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, and depth perception.
- Hearing within the normal range is required.



- Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

Enchanted Education is an equal opportunity employer and is committed to fostering a diverse and inclusive workplace. We encourage individuals from all backgrounds to apply.

ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description will be reviewed periodically as duties and responsibilities change with business necessity.

ENCHANTED EDUCATION EMPLOYMENT STATEMENT:

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’s at-will employment duties and responsibilities are subject to the Enchanted Employee Handbook.

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

Print Name:

Signature:	Date:
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