ACLAMO Family Centers—Norristown, PA
Community Based Work Study Job Description

Job Title: Assistant Teacher
Reports To: Director of School Age Programs
Program: ACLAMO’s After School Program provides homework help and enrichment activities for 80 students from the Norristown Area School District from Kindergarten – 7th grade.
Location: ACLAMO—Norristown, PA
Position Type: Part Time

Work Hours:
Monday – Thursday, 3:00 pm – 5:45 pm
ACLAMO follows the Norristown Area School District calendar

Job Description:
ROLE AND RESPONSIBILITIES
The assistant teacher will be responsible for supervising any of the elementary grade student’s room in the ACLAMO after school program. This will include but not limited to:

- Ensuring that all students complete their homework
- Supervise center activities after the homework is completed
- Coordinated activities with volunteers/tutors assigned to the classroom.
- Discuss assigned duties with supervisor-teachers in order to coordinate instructional efforts.
- Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
- Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
- Tutor and assist children individually or in small groups in order to help those master assignments and to reinforce learning concepts presented by their teachers.
- Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
- Conduct demonstrations to teach such skills as sports, dancing, and handicrafts.
- Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students.
- Enforce administration policies and rules governing students.
- Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage.
- Observe students’ performance, and record relevant data to assess progress.
- Organize and label materials, and display students’ work in a manner appropriate for their eye levels and perceptual skills.
- Organize and supervise games and other recreational activities to promote physical, mental, and social development.
- Plan, prepare, and develop various teaching aids such as bibliographies, charts, and graphs.
- Prepare lesson outlines and plans in assigned subject areas, and submit outlines to teachers for review. Job Description 2
- Provide extra assistance to students with special needs, such as non-English-speaking students or those with physical and mental disabilities.
- Assist in bus loading and unloading for special occasions.
- Attend staff meetings, and serve on committees as required.
- Laminate teaching materials to increase their durability under repeated use.
- Maintain computers in classrooms and laboratories, and assist students with hardware and software use.
- Monitor classroom viewing of live or recorded courses transmitted by communication satellites.
- Operate and maintain audiovisual equipment.
- Requisition and stock teaching materials and supplies.
- Type, file, and duplicate materials.
- Use computers, audiovisual aids, and other equipment and materials to supplement presentations.

QUALIFICATIONS AND EDUCATION REQUIREMENTS
- Minimum High School certificate-of-completion
- One or two years of experience working with children in a classroom setting.

PREFERRED SKILLS
- Proficient in outlook and word.
- Good communication skills

Special Notes: All employees must obtain the following three certifications:
- Report of criminal history from the Pennsylvania State Police (PSP);
- Child Abuse History Certification from the Department of Human Services (Child Abuse); and
- Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).