**Job Description**

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Assistant Teacher</th>
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</thead>
<tbody>
<tr>
<td><strong>Reports to:</strong></td>
<td>Director of School Age Programs</td>
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<tr>
<td><strong>Program:</strong></td>
<td>ACLAMO’s After School Program provides homework help and enrichment activities for 80 students from the Norristown Area School District’s from Kindergarten- 7th grade.</td>
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<tr>
<td><strong>Location:</strong></td>
<td>ACLAMO Norristown</td>
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<td><strong>Position Type:</strong></td>
<td>Part time</td>
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**Applications Accepted By:**

<table>
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<tr>
<th><strong>FAX, MAIL OR E-MAIL:</strong></th>
<th><strong>WORK HOURS:</strong></th>
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<tbody>
<tr>
<td>ACLAMO Family Centers</td>
<td>Monday through Thursday</td>
</tr>
<tr>
<td>512 W Marshall Street</td>
<td>3:00 pm to 5:45 pm</td>
</tr>
<tr>
<td>Norristown, PA 19401</td>
<td>From September 8 through June 30</td>
</tr>
<tr>
<td>Fax: 610-277-6434</td>
<td>ACLAMO follows Norristown Area School District calendar.</td>
</tr>
<tr>
<td><a href="mailto:Nellja@aclamo.org">Nellja@aclamo.org</a></td>
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</table>

**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

- 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).

Approved By: Nelly Jiménez-Arévalo
Executive Director & CEO
Date: September 9, 2015