



Position: Teaching Assistant: STAR Program

<u>Title</u>	Teaching Assistant: STAR Program	<u>Status</u>	Part-Time
<u>Performance Review</u>	3 months, 6 months, then yearly	<u>Classification</u>	(\$17.50 per hour) 10-12 hours per week
<u>Reports to</u>	Program Director	<u>Hours</u>	Up to 12 hours per week

GENERAL SUMMARY: An afterschool program Teaching Assistant provides supervision, homework help, and leads educational and recreational activities for children in a safe, positive environment. Key responsibilities include planning and implementing developmentally appropriate programs, acting as a positive role model, managing behavior, maintaining records, and communicating with staff and parents. Qualifications typically include experience with school-aged children, a high school diploma or GED, and strong communication and organizational skills.

ESSENTIAL RESPONSIBILITIES:

Student Support: Provide academic assistance, such as tutoring in reading, writing, and math.

Activity Facilitation: Plan, organize, and lead varied activities, including games, arts and crafts, and physical play.

Program Implementation: Develop and implement activities that meet the needs of individual children and groups, supporting academic and personal growth.

Role Modeling: Act as a positive role model for children, demonstrating ethical behavior and positive interpersonal skills.

Behavior Management: Assist in managing children's behavior and maintaining a safe, orderly, and positive learning environment.

Record Keeping: Maintain essential program records, such as daily sign-in/out logs, incident reports, and student progress documentation.

Communication: Communicate with lead teachers, other staff, parents, and administrators about student progress and program activities.

Environment: Help to keep the learning environment clean, organized, and conducive to learning.

Flexibility: Adapt plans to meet the changing needs of the children and be flexible in implementing classroom activities.

SKILLS/KNOWLEDGE REQUIRED:

Education: A high school diploma or GED is generally required.

Experience: Prior experience working with school-aged children is often desired.

Skills:

- **Communication:** Strong verbal and written communication skills.
- **Interpersonal:** Ability to interact positively and calmly with children and adults.
- **Organization:** Good organizational and time management skills.
- **Patience:** Ability to remain patient and friendly at all times.
- **Problem-Solving:** Good analytical and problem-solving abilities.
- **Leadership:** Ability to provide leadership and guidance to children.
- **Physical Condition:** Good physical condition, as some duties may involve lifting children or supervising outdoor activities.

Police Athletic League of Buffalo

HOURS: Part-Time (Evenings)

PHYSICAL REQUIREMENTS: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, stand, walk, use hands to manipulate, handle, or feel; reach with hands and arms; climb or balance. The employee must talk or hear. The employee will be required to lift and/or move up to 25 pounds. Specific vision abilities required by the job are close vision, distance vision, color vision, peripheral vision, depth vision, and the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to communicable diseases at times. Occasionally employees are exposed to inclement weather conditions. Our facilities have sections that are not air-conditioned, and, in the summer, employees may be required to work in these areas.

The Police Athletic League of Buffalo Inc. reserves the right to amend this job description based upon its needs and may require the employee to carry out functions beyond those mentioned above. Neither this job description nor any other communication changes the at-will nature of employment. The Police Athletic League of Buffalo Inc. is an Equal Employment Opportunity Employer providing equal employment opportunities without regard to race, color, sex, age, religion, or national origin. This policy also includes the handicapped and all disabled Vietnam-era veterans.

Employee Signature

Date

Please forward Resume to policeathleticleague@city-buffalo.com