



Position: Teaching Assistant

Title	Teaching Assistant	Status	Part-Time
Performance Review	3 months, 6 months, then yearly	Classification	(\$17.50--\$18 per hour) 10-12 hours per week
Reports to	Program Director	Hours	Up to 20 hours per week

GENERAL SUMMARY

The Afterschool Teaching Assistant is a vital mentor and educator who provides a safe, positive, and structured environment for youth. This role focuses on academic support, behavioral guidance, and the facilitation of diverse recreational activities. By acting as a consistent role model, the Teaching Assistant helps students bridge the gap between the school day and home life through homework help, physical play, and creative enrichment.

ESSENTIAL RESPONSIBILITIES

- **Academic Support**: Provide targeted tutoring in core subjects (Reading, Writing, Math) and assist students with daily homework completion.
- **Activity Facilitation**: Lead engaging group activities including arts and crafts, organized sports, team-building games, and STEM-based projects.
- **Program Implementation**: Execute daily lesson plans that meet the developmental needs of diverse age groups while supporting social-emotional growth.
- **Mentorship & Role Modeling**: Demonstrate ethical behavior and positive interpersonal skills, serving as a reliable figure for students to emulate.
- **Behavior Management**: Maintain a safe and orderly classroom through proactive conflict resolution and positive reinforcement techniques.
- **Administrative Diligence**: Maintain accurate records, including attendance logs, student progress reports, and incident documentation.
- **Collaborative Communication**: Interface professionally with lead teachers, parents, and PAL administrators regarding student behavior and program updates.
- **Environmental Stewardship**: Ensure all learning spaces are clean, organized, and physically safe for student use.

REQUIRED SKILLS & QUALIFICATIONS

- **Education**: High school diploma or GED required.
- **Experience**: Previous experience working with school-aged children in an educational or recreational setting preferred.
- **Interpersonal**: Ability to remain patient, calm, and friendly in high-energy environments.
- **Leadership**: Strong group management skills and the ability to inspire children.
- **Problem-Solving**: Ability to think on your feet and adapt plans to meet the changing needs of the group.

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PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

- **Physical Demands:** Must be able to stand, walk, sit, and reach for extended periods. Ability to lift and/or move up to 25 pounds. Required vision abilities include close, distance, and peripheral vision.
- **Environment:** Exposure to various weather conditions (outdoor play) and indoor facilities that may not be air-conditioned. Potential exposure to communicable diseases is common in childcare settings.

PAL LEGAL STATEMENT

The Police Athletic League of Buffalo, Inc. reserves the right to amend this job description based on organizational needs. Employment is at-will. We are an Equal Opportunity Employer (EEO) providing opportunities without regard to race, color, sex, age, religion, national origin, disability, or veteran status.

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