



Teaching Assistant - Queens

ABOUT THE POSITION

Innovative network of school-based and center-based youth development programs seeks Teaching Assistants for arts education programming, serving children ages 5-14 in Elmhurst and North Corona, Queens.

Teaching Assistants are responsible for assisting the teacher of the class and help with implementation of all program activities. Teaching Assistant will support the teacher, participate and assist in all class activities, act as a role model, facilitate snack and bathroom time, help students with homework and help maintain the organization of cabinets and libraries. There are opportunities for Teaching Assistants to teach short lessons to the students in content areas of interest to them. All rehiring for the following season will require an official email from the compliance coordinator. Teaching Assistants must have a culturally sensitive approach to working with diverse populations.

RESPONSIBILITIES

- Help students find their agendas and the right pages for their homework
- Help students with their homework
- Get supplies for teacher and students
- Read books with students
- Get students ready for snack time
- Give out snacks and supervise snack time
- Line up the students to walk to the bathroom
- Supervise bathroom time
- Help the teacher prepare the materials and the classroom for their class
- Help to give out supplies to the students
- Participate fully in every project and activity
- Help students who are having trouble with the project
- Participate in weekly individual and/or group supervision meetings
- Participate in agency wide events
- Attend meetings and training as needed.

QUALIFICATIONS

PLEASE NOTE: As per the DOE/DYCD Guidelines, all employees working in the Arts and Literacy Program are required to be vaccinated.

- Experience working in Youth Services is preferred
- Organizational and time management skills
- Experience working with diverse youth populations

- Bilingual-Spanish/Mandarin/French is preferred

SCHEDULE

- 2022-2023 After School Program:
 - Dates: 9/12/22 to 6/16/23
 - Hours: 15 hour/week
 - Schedule: Monday to Friday 2:00pm-5:00pm or 3:00pm-6:00pm *exact schedules will determined with Site Director
- 2022-2023 Summer Program:
 - Approx. Dates: 7/3/23 to 8/18/23
 - Hours: 30 plus hours
 - Schedule: Monday to Friday- Shift work between 8am to 6pm. *exact times subject to vary slightly depending on host school dismissal time
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Candidates must be available for the entire duration of the school year and summer months. Paid, mandatory staff training will take place prior to start dates sometime in early September.

COMPENSATION

- Salary: \$16.50-\$18.50/hour for 15 hours per week

TO APPLY

To apply, please send a cover letter outlining your experience and passion for arts education and a resume to osthiring@hispanicfamilyservicesny.org. Applicants will not be considered without a cover letter.