



Job Description

Job Title:	Teacher Assistant
Reports to:	Lead Teacher
Location:	ACLAMO Norristown/Pottstown
Position Type:	Temp hourly employee

Job Description

The teacher assistant is responsible for supporting a lead teacher and may be asked to provide small group or whole class instruction, as needed. The teacher assistant will also supervise students, organize and prepare materials for class and work with members of staff. The ideal candidate will be flexible, proactive, well organized and adept at working in a team and individually. The teacher's assistant is responsible for the following **essential functions**:

ROLE AND RESPONSIBILITIES

- Supervise students during class time, entrance and dismissal, enforcing administration policies and rules
- Prepare and give lessons when directed by the lead teacher
- Tutor and assist students, particularly those with language-learning needs or disability
- Organize games and activities to promote physical, mental, and social development
- Prepare lesson materials by typing, filing, copying, labeling or laminating
- Use internet resources to develop new and engaging lesson materials
- Create bulletin board displays, exhibits and demonstrations of students' work
- Maintain computers in classrooms and laboratories
- Attend all ACLAMO staff meetings, field trips and trainings
- Discuss tasks with the teacher, volunteers and tutors assigned to the classroom in order to streamline instructional efforts
- Maintain the cleanliness of the classroom and common areas which will include vacuuming, dusting, picking up materials, wiping down surfaces and arranging desks and chairs
- Other duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- An Associate's degree or equivalent from an accredited college or university in early childhood education, middle grades education, secondary education, or adult education.
- Fluent in Spanish and English preferred

PREFERRED SKILLS

- Proficient in microsoft word, outlook, excel, and power point.
- Work with a variety of data management using standardized methods and job-related equipment including ability to enter and track client's data.
- Comfortable working both independently and as part of a team
- Excellent written and verbal communication and interpersonal skills.

ACLAMO builds a stronger community one child and one family at a time

512 West Marshall Street | Norristown, PA 19401 | (P) 610-277-2570 | (F) 610-277-6434
 515 Walnut Street | Pottstown, PA 19464 | (P) 610-970-2134 | (F) 610-970-2135
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- Strong communicator, both written and verbal.
- Must be detail oriented and possess strong organizational skills
- Believe in the academic potential of all students
- Be a passionate supporter of ACLAMO's mission, vision and programs

Special Notes:

- Must have and maintain a valid drivers' license, automobile insurance and daily access to an automobile and cell phone
- This position requires Saturdays and some nights and/or weekends.
- This position requires visual and auditory acuity and the physical ability to climb stairs, stand for long periods of time, walk distances, and lift or carry up to 20 pounds.
- Must obtain the following three clearances:
 - Pennsylvania Child Abuse History Clearance;
 - Pennsylvania State Police Criminal Record Check; and
 - Federal Bureau of Investigation Criminal Background Check.

Approved By:	Nelly Jiménez-Arévalo Executive Director & CEO	Date:	June 25, 2018
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