

**COMMUNITY LEARNING CENTER
AFTER SCHOOL MATTERS EDUCATIONAL ASSISTANT**

QUALIFICATIONS

Individual must have 1-3 years experience working with youth. Individual must also be comfortable working in a learning/academic environment and willing to facilitate learning activities with the support and guidance of the Educational Leader. Individual must have certification in First Aid and Infant/Child CPR/AED or have the ability to obtain this certification. NVCI certification is a plus.

JOB DESCRIPTION

Under the supervision of the CLC Site Coordinator, the Educational Assistant will support and assist the Educational Leader in facilitating activities and programming during After School Matters. The Educational Assistant will support in many areas, including but not limited to, helping to facilitate activities, student management, snack assistance, program set up and clean up, special events and off-site activities. The Educational Assistant will also assist students with their homework, academic skill building, and learning enrichment activities. The Educational Assistant, along with the other CLC staff, is responsible for creating an engaging and positive environment for students during out-of-school time.

HOURS

Part-time, August to June

Educational Assistants are scheduled to work 3 to 5 days per week

Start time between 3:15 to 3:30PM; end time is 5:15 to 5:30PM

Program runs only on full school days

PRIMARY

- Assist and support all areas of After School Matters as assigned by the CLC Site Coordinator
- Assist and take direction from the Educational Leaders
- With the guidance of the Educational Leader, help to facilitate activities as needed
- Utilize PBIS strategies to manage students
- Provide homework support and academic assistance to students
- Be prepared to positively support students during program transitions and teach positive behaviors
- Build positive and appropriate relationships with students, CLC staff, and day school staff
- Fill in leading programming and activities in the absence of the Educational Leader as directed by the Site Coordinator
- Assist in the organization of supplies for programs/activities
- Observe necessary precautions to ensure the safety of program participants and maintain a clean and professional environment
- Attend mandatory staff meetings and staff training sessions
- Perform additional tasks as assigned by the Site Coordinator

SALARY/BENEFITS

Part-time employees are not eligible for paid sick, vacation or benefits packages and are hired as LTE through CESA 6 with placement in the Menasha Joint School District CLC department.

APPLY

Apply via WECAN (vacancy 38664) or email Nathan Werley at werleyn@mjsd.k12.wi.us to express interest. Please attach a resume.