

FLSA Status: Exempt
Prepared By: Kelli Clark
Job Title: Classroom Assistant
Reports To: Director of Education
Prepared Date: 11/30/2009, rev. 11/5/2013, updated 08/30/2017, updated 8/20/2021; updated 6/21/2023

Summary:

The Classroom Assistant (CA) provides vital support to teachers and other staff in the provision of services to students at Positive Tomorrows. The CA assists the teacher in providing an educational atmosphere where students experiencing homelessness have the opportunity for academic, social/emotional, and physical growth. Under the lead and guidance of the teacher, the CA is responsible to provide a well-rounded classroom experience for each child and will step into the teacher role from time to time, in the absence of the teacher.

Essential Duties and Responsibilities:

- Develop curriculum and accompanying activities, tailored to each student's instructional readiness level.
- Present lessons, including whole-group teaching and tutoring of individuals. Coach students toward improvement of skills.
- Work with other teachers and staff to care for the physical, social/emotional and educational well-being of the students; teach daily life skills and appropriate social interaction.
- Help cultivate the classroom culture by providing inclusive instruction for all learning types, while helping establish classroom routines which aide in creating a calm and stable learning environment for students, and provide one on one and small group instruction.
- Communicate with Family Support staff and with contract counselors regarding student needs, concerns, or successes. Also communicate with parents/guardians regarding student concerns or accomplishments. Participate in parent meetings and assists with Parent/Teacher Conferences as requested.
- Supervise students outside of regular class time, includes special classes (art, PE, music, ballet, etc.) during recess, and bathroom breaks, etc. Supervise various outings or field trips.
- Prepare cafeteria for breakfast, greet children as they arrive and supervise.
- Prepare students for departure.
- Assist with special camps during regular school breaks, i.e. Fall, Winter, Spring and Summer Break. Break Camp activities provide students with additional learning and enrichment opportunities outside the regular classroom.
- Assist with the After School Program to create a safe, enriching environment for students. The After School Program provides additional learning and enrichment activities for students outside the regular classroom.
- Communicate needs with the Volunteer Coordinator and work with volunteers to improve classroom instruction.
- Attend professional development conferences and workshops.
- Attend monthly staff meetings and other meetings as requested.
- Transportation of students as needed.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of teaching skills and ability to implement them in the classroom
- Knowledge of behavior management techniques
- Knowledge and understanding of individuals who live in poverty
- Knowledge of general education procedures and processes

Proficiency in the use of technology:

- Proficiency in office and educational software programs (Microsoft Office, database software)
- Proficiency in operating basic office and educational equipment; copier, laminator, etc.

Personal Characteristics:

- Person of exemplary character who is deeply committed to Positive Tomorrows' mission.
- Ability to work in confidential matters and deal with stressful situations
- Ability to be flexible and to deal with change
- Ability to work with individuals from diverse backgrounds, social classes, and ethnicities
- Able to establish and maintain effective internal and external working relationships.
- Works cooperatively and effectively with others to set goals resolve problems and make decisions
- Ability to work as a member of a team
- Able to work independently with little supervision; accepts responsibility and takes initiative

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies :

- Coaching – Able to assist students in learning through appropriate use of encouragement, teaching, and discipline.
- Design - Generates creative solutions; Demonstrates attention to detail.
- Problem Solving - Gathers and analyzes information skillfully.
- Customer Service - Meets commitments.
- Interpersonal - Maintains confidentiality; Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Demonstrates group presentation skills.
- Team Work - Able to build morale and group commitments to goals and objectives.
- Written Communication - Writes clearly and informatively.
- Leadership - Displays passion and optimism.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities.
- Adaptability - Manages competing demands; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning; Includes appropriate people in decision-making process; Makes timely decisions.

- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
High school diploma and previous work experience in social services, education, or related field; some college preferred.
- **Language Ability:**
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Math Ability:**
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- **Reasoning Ability:**
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills:**
To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Internet software; Project Management software and Database software.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be willing to work flexible hours, including evenings and weekends.
- Must have vision and auditory abilities to operate office equipment listed above.
- Must possess a valid Oklahoma Driver's license, have reliable transportation and the ability to drive.
- Must be able to carry 25 pounds and carry a display board to presentations.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____