



Job Description

Job Title: Classroom Assistant
Reports to: Programs Manager

Status: Part-time, Seasonal
Location: Los Alamitos Unified K-5 Schools

Position Summary:

The Classroom Assistant will support LAEF Enrichment Classes at the elementary level. The assistant will support LAEF teachers/instructors in delivering curriculum in a variety of subjects, including athletics, the arts, STEM and more.

The goal is to support students in classrooms of up to 32 children by assisting with classroom management, attendance, drop off/pick up, working with small groups and additional duties as assigned.

The ideal candidate will understand how to support and enhance extended learning experiences within the context of a progressive learning environment. The strongest candidates will have experience working with students in a diverse learning context that features an interdisciplinary and project-based curriculum.

Qualifications:

- Experience and passion for working with elementary school students
- Excellent communication and interpersonal skills
- Ability to work with students in small groups
- Effective classroom management skills
- Ability to self-reflect and be responsive to feedback

Preferred Qualifications:

- High School Diploma
- Professional experience in a classroom or on a school campus

Essential Duties and Responsibilities:

- Supports teacher/instructor in delivering curriculum and activities
- Guides students to work collaboratively and to think logically and creatively
- Builds effective relationships with teachers, LAEF staff, school staff, parents and students through professional communication and demeanor.

Compensation: \$20 per hour. LAEF will be flexible with scheduling based on candidate availability. Available work periods will be Monday-Friday from approximately 1:00-4:15pm and will reflect the district's school year calendar and structured around LAEF's fall and spring sessions.

Application Procedure: Email resume, cover letter, and one letter of recommendation to mkahn@LAEF4Kids.org.

Physical Demands of Working Conditions: 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.

Non-Inclusive Clause: This position description is not intended to be all inclusive. It is understood that the employee will also perform other reasonable business duties and will be responsible for implementation of the policies, procedures and standards established by the Board of Directors. Position descriptions are reviewed periodically and may be revised at the discretion of management. This position description is not a written or implied contract.

Please note: LAEF's Instructor will be an employee of LAEF, not Los Alamitos Unified School District, and will not receive payment into CALSTRS.

LAEF is an Equal Opportunity Employer, with a strong commitment to diversity in the workplace.