

Name of Position: America Reads/teacher assistant

10 hours per week
\$15 per hour

Supervisor: Holly West

Department: America Reads

Job Description: Tutor individual and small groups of students for the purpose of reinforcing instruction in an assigned learning environment. Monitor students during assigned periods within a variety of school environments (restrooms, playgrounds, hallways, bus loading zones, cafeteria, parking lots) for the purpose the of ensuring the safety and welfare of students. Perform clerical functions (scheduling, copying) for the purpose of supporting the teacher in providing necessary records/materials.

Specific Job Skills/Experience Required:

- Recognize age appropriate activities, concepts of grammar and punctuation, keyboarding, stages of child development, technical and non-technical production for classroom materials
- Confidentiality
- Complete FAFSA
- **This position requires the work-study student be Federal Work-Study eligibility. Determined by Financial Aid Office,**
- **Background check required**