

Elementary School Teacher Assistant

CHAMPIONS ACADEMY / POSITION DESCRIPTION

Program	Champions Academy Afterschool and Summer
Employer	Excel Community Association of Alamance Inc
Reports to	Lead Teacher and Curriculum Specialist with daily classroom direction from the assigned Teacher
Employment	Part time and grant funded; hours assigned by season
Compensation	Per approved offer and budget; not established by this draft
Budget role	5350.110.141

Position overview

Supports academic instruction, individual and small-group learning, student engagement, assessments, classroom preparation, and safe supervision during afterschool and summer programming. Bilingual assignments add English/Spanish access support.

This description consolidates the responsibilities found in the reviewed program records and assigns their practical implementation. It covers both seasons, including preparation and closeout. It is a review draft; ECAA approval and current grant requirements govern adoption.

Key responsibilities

Classroom and student learning support

- Help implement approved lesson plans, learning centers, homework support, reading/math/STEM practice, project-based learning, educational technology, and enrichment.
- Provide individual and small-group guidance, reinforce concepts and teacher-selected strategies, help students understand assignments, and encourage participation and creativity.
- Prepare and organize materials/supplies, assist classroom setup and cleanup, and maintain orderly learning areas and secure technology.
- Support students with documented learning needs and accommodations as directed by the Teacher and Lead Teacher; report difficulties and student response internally.
- Assist assessment administration, STAR completion/make-ups, Freckle practice, and other checks only within training and assigned authority; record and submit results accurately.
- Provide program substitute coverage when assigned and qualified under applicable requirements. Follow available lesson plans and seek Lead Teacher support; substitute assignment does not independently waive teaching eligibility requirements.

Supervision engagement and records

- Supervise assigned groups and individual students during instruction, arrival, meals, enrichment, recreation, bathroom transitions, departure, transportation activities, and trips; support headcounts and coverage handoffs.

- Help organize arts, crafts, games, educational projects, and trips; reinforce safe participation and positive social-emotional behavior.
- Record attendance, actual arrival/departure information when assigned, participation, activity completion, homework assistance, assessment support, and behavior/incident observations; submit records promptly.
- Use positive redirection, follow the classroom behavior plan, and report repeated or serious concerns. Provide factual information to authorized leadership for parent communication; do not independently suspend or dismiss students.
- Work staggered summer shifts as assigned, including early arrival/breakfast support, afternoon activities, overlapping high-demand periods, dismissal, and closing tasks.

Team and family-engagement support

- Work with the Teacher, Lead Teacher, operations staff, and other assistants; participate in meetings, planning, training, professional development, feedback, and program improvement.
- Help prepare and facilitate assigned family-education events, orientations, demonstrations, and showcases. Route family questions and student-progress concerns to authorized leaders.
- For designated bilingual English/Spanish positions, provide oral interpretation, routine written translation, classroom assistance for Spanish-speaking students, and support for accessible family/program materials under authorized leadership.
- Report language needs and request additional support where required. Do not treat bilingual assignment as authority to independently discuss sensitive student or program matters with families.
- Complete weekly timesheets with actual duties and training/preparation time; follow all direct-service and shared staff expectations below.

Direct service expectations

- Actively supervise assigned students during instruction, enrichment, meals, recreation, bathroom breaks, transitions, arrival, dismissal, transportation activities, and field trips. Maintain assigned ratios and rosters, perform headcounts, and secure staff coverage before leaving a group.
- Use calm, positive, developmentally appropriate behavior supports. Document incidents factually and report them promptly. Refer recurring, aggressive, bullying, or serious behavior to leadership; do not independently suspend or dismiss a student.
- Follow approved first-aid, illness, allergy, medication, and injury procedures within training and authority. Call emergency services when needed without delay. Complete same-day incident documentation and communicate internally so authorized leadership can notify families.
- Release students only through approved procedures after identity and authorization are verified. Never use a personal vehicle to transport participants. Supervise educational internet use only when required application consent is on file.
- Prepare assigned spaces and materials, model respectful conduct, remain engaged, clean and restore shared areas, and return devices to secure charging/storage. Maintain safe entry and egress in accordance with posted plans.

Shared staff responsibilities

- Follow ECAA policies, the approved grant design, assigned schedules, nondiscrimination requirements, and role-specific directions. Perform other assigned duties that support Champions Academy and are appropriate to the position.
- Complete required onboarding, background-check clearance, handbook and emergency-role acknowledgments, meetings, professional development, and performance reviews. Submit credentials and renewal information; report changes affecting eligibility through the required process.

- Record all actual work, including preparation, training, documentation, and closeout, on weekly timesheets and required Time and Effort records. Identify grant and non-grant activities accurately; submit records for independent approval. Do not charge unrelated work to the program.
- Protect student, family, personnel, and financial information. Use authorized systems and individual credentials; secure paper files, devices, and grant property. Report breaches, loss, theft, damage, and inappropriate technology use promptly.
- Know and practice the posted ECCO evacuation, shelter, lockdown, lockout, medical-emergency, missing-child, and reunification procedures. Participate in assigned drills; maintain accountability and supervision whenever responsible for students.
- Report suspected abuse or neglect directly to the appropriate authorities without waiting for internal approval, then notify leadership as required. Report misconduct, conflicts, fraud, or safety concerns through the established process; uphold whistleblower protections.

Qualifications

- Existing website qualifications: high-school diploma or equivalent; education-related college coursework preferred; experience with children in education/childcare desirable.
- Strong communication, teamwork, organization, and enthusiasm for elementary academic/social development.
- For a designated bilingual assignment, demonstrated English/Spanish proficiency sufficient for assigned oral interpretation and routine written translation. This additional requirement follows the bilingual duties in Budget 208.

Work schedule and environment

Work is assigned at the Ebenezer and ECCO campus, 734 Apple Street, Burlington, North Carolina, and at approved off-site activities as relevant to the role. Afterschool planning uses 3:00-6:00 PM on full ABSS student days; Summer 2027 planning uses 8:00 AM-5:30 PM. Preparation, meetings, family events, training, and closeout may occur outside student-service hours. Follow the current approved calendar and assigned coverage; a budget allocation is not a promise of hours.

Budget narrative reference: 15 hours/week for 40 academic-year weeks; 35 hours/week for 7 compensated summer weeks.

Performance and required work products

Performance review covers assigned duties, work products, documentation, safety, confidentiality, attendance, teamwork, and compliance. Retain required plans, logs, approvals, reports, and supporting records. Participate in annual and summer/end-of-assignment evaluations, corrective steps, and follow-up.

ECAA is an equal opportunity employer. Duties will be assigned within the employee's qualifications, training, and applicable accommodations.