



**Position:** Elementary School Teacher Assistant

**Program:** ECAA Champions Academy

**Employment Type:** Part-time

**Supervisor:** Lead Teacher

**Salary:** [Salary Range]

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## Job Summary:

We are seeking a dedicated and enthusiastic Elementary School Teacher Assistant to support the Champions Academy program. The ideal candidate will assist in delivering high-quality educational experiences for elementary-aged students, participate in parent engagement events, and maintain accurate records of daily activities. This role requires strong communication skills, a passion for working with children, and the ability to collaborate effectively with the teaching staff and parents.

## Key Responsibilities:

### 1. Classroom Support:

- Assist the lead teacher in implementing lesson plans and activities that promote student engagement and learning.
- Provide individualized support to students, helping them with assignments and understanding key concepts.
- Monitor and supervise students during activities, ensuring a safe and positive learning environment.
- Perform as a program substitute teacher as needed.

### 2. Student Engagement:

- Foster a supportive and inclusive classroom atmosphere that encourages student participation and creativity.
- Help organize and facilitate enrichment activities, such as arts, crafts, games, field trips and educational projects.

### 3. Parent Engagement:

- Assist in planning and facilitating parent engagement events, helping to build strong partnerships between the program and families.
- Communicate regularly with parents, providing updates on their child's progress and involvement in the program.

### 4. Administrative Duties:

- Complete and submit weekly timesheets detailing daily activities and interactions with students.
- Assist with maintaining accurate records of student attendance and participation in activities.

### 5. Team Collaboration:

- Work closely with the lead teacher and other staff members to ensure the smooth operation of the afterschool program.
- Participate in team meetings and contribute to the planning and development of program activities.



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**Qualifications:**

- **Education:** High school diploma or equivalent; some college coursework in education or a related field preferred.
- **Experience:** Previous experience working with children in an educational or childcare setting is highly desirable.
- Strong communication and interpersonal skills.
- Ability to work collaboratively with a team and engage with parents and guardians.
- Enthusiasm for working with children and supporting their academic and social development.