

# PACIFIC NORTHWEST COLLEGE OF ART

## POSITION DESCRIPTION

**DEPARTMENT:** Community Education

**POSITION:** Teacher's Assistant 1 (smARTworks/designLabs)

**REPORTS TO:** CE Youth Program Manager

**WORK SCHEDULE:** 15-30 hours/wk, as arranged daytime M-F, 8:30-4:30pm

**PAY RATE:** \$13.00 per hour

**POSITION DATES:** June 17, 2019 – July 26, 2019 Morning and afternoon shifts available.

**HOW TO APPLY:** Email [hr@pnca.edu](mailto:hr@pnca.edu) the following:

- Cover letter including why you're interested in the position and how you qualify.
- Resume/CV
- 3 professional references

Please include "CE Teacher's Assistant 1" in the subject line.

## PRIMARY PURPOSE

The Teacher's Assistant is the facilitator and stand-in for the smARTworks or designLabs Youth instructor. The Teacher's Assistant helps with the organization and implementation of class activities. This is a temporary position with specific duties and deliverables outlined below.

## DESCRIPTION OF DUTIES & RESPONSIBILITIES

### Primary Job Functions

- Must have excellent organizing and communication skills
- Aid and support the instructional staff
- Help organize student information and paperwork for instructional staff
- Provide support to CE instructional staff in preparation of orduring instructional activities
- Use good judgment in personal interactions with students
- Must work well with diverse populations, meeting a variety of student and faculty needs
- Accompany instructor with class during any planned outings and field trips
- Assist with materials procurement, classroom setup and clean up
- Escort students to and from the bathroom during classroom hours if applicable
- Prior experience working with children and/or teens preferred

## REQUIRED QUALIFICATIONS

- Excellent communication skills and customer service aptitude
- Interest in working with children and/or teens
- Ability to contribute to a healthy art and learning classroom culture
- Ability to plan and organize work processes effectively and work with limited supervision
- Strong analytical skills for coordinating and improving program operations
- Capacity to remain focused and helpful while responding to frequent and varied volume of students

- Flexibility and responsiveness to changing demands in fast-paced, student-centered classroom environment
- Must be able to pass background check.

PNCA recognizes that diverse classrooms and workplaces offer the richest learning opportunities. The College is dedicated to the goal of building a culturally diverse and pluralistic faculty and staff committed to teaching and working in a multicultural environment. PNCA is therefore committed to a policy of equality in our admission and employment practices. All students and employees will be treated fairly at all times and without regard to race, color, creed, religion, sex, age, national origin, citizenship, veteran or marital status, source of income, sexual orientation, gender identity and expression, or the presence of any sensory, physical, psychological or learning disability, and all other bases prohibited by local, state, or federal law. PNCA welcomes applications from candidates that expand the college's diversity and strongly encourages applications from women, minorities, individuals with disabilities and covered veterans.