JOB DESCRIPTION –

DEPARTMENT: Community Education
POSITION: Teacher's Assistant 2 (Pre-College)
REPORTS TO: Manager of CE Youth, Melanie Stevens
WORK SCHEDULE: 30 hours/wk, M-F, 9:00am-4:30pm
PAY RATE: $13.50 per hour

HOW TO APPLY: Email ce@pnca.edu a short statement of interest and about your qualification for the position including a link/attachment of your CV and with “Teacher's Assistant 2” as the subject line of the email.

PRIMARY PURPOSE:
The Teacher's Assistant is the facilitator and stand-in for the Pre-College 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
• Offer assistance and support to instructional staff
• Help organize student information and paperwork for instructional staff
• Provide support to CE instructional staff in preparation of or during instructional activities, including critique and artmaking
• 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
• Prior experience working with teens preferred
REQUIRED:

- Excellent communication skills and customer service aptitude
- Interest in working with 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.