



## **JOB OPENING:**

### **CLASSROOM ASSISTANT**

**Job Title:** Classroom Assistant  
**Reports to:** BAM Program Director  
**Location:** Central Los Angeles  
**FLSA Status:** Seasonal Part Time: \$12/hr, 19 hrs/wk (M-F), through May 2018  
**Deadline to Apply:** December 15, 2017  
**Expected Start:** January 2, 2018

**SUMMARY:** Reporting to the Middle School Program Director, the Classroom Assistant, working in a team under a Classroom Instructor, is responsible for providing overall classroom management and academic assistance activities for a grade-specific classroom in Bresee's afterschool program with a vision to positively impact youth in our neighborhood through academic support and character development.

**ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:** The essential job activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide high quality homework help to middle school students in a grade-specific classroom setting.
- Maintain a culture of learning for students that reflects Bresee's mission.
- Support Classroom Instructor in classroom and behavior management.
- Develop meaningful relationships with Bresee youth, using a common language to instill a sense of character.
- Work collaboratively with Classroom Instructor and Family Advocate to identify students' academic and behavioral needs, working as part of the team to identify students who are struggling and to raise student performance.
- Maintain close and clear communication with Classroom Instructor, Middle School Program Director, and Family Advocates regarding students' progress, needs, or behavior issues.
- Be responsible for accurate sign-in sheets and meal distribution.
- Track student academic progress through school-issued progress reports and points system, providing intervention when needed.
- Meet with parents when required and when behavior intervention is needed.
- Provide safe passage to students from school to Bresee by meeting students on campus along with other team members and walking students over in a supervised and orderly manner.
- Engage youth in positive activities (games, conversation, sports, arts & crafts, etc.) and encourage them to participate.
- Lead students in service learning projects and youth clubs.
- Supervise students during free time and recreation activities, making sure all areas are being supervised and that students are not alone.
- Take lead and assist with other activities and events as requested.
- Be consistent with Bresee's expectations, rules, and guidelines.

- Have the flexibility to adapt when unanticipated structural program changes occur.
- Check and respond to work related emails.
- Participate in team meetings and events, staff meetings, and other Bresee, collaborative partner or community meetings as requested.

**EDUCATION/EXPERIENCE/QUALIFICATIONS:** The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Must be currently enrolled in an accredited college or university working towards a Bachelor's degree.
- Must have previous experience working with youth, preferably ages 10-14.
- Must have excellent English verbal and written communication skills.
- Must be comfortable with Algebra I math.
- Demonstrate sensitivity to multicultural issues and be comfortable working in multi-cultural, urban environment.
- Must be comfortable working with middle school students.
- Bilingual in Spanish or Korean preferred, proficiency in speaking, writing, and reading.
- Demonstrate computer competency with Microsoft Office tools including Word, Excel, PowerPoint; Google applications and email applications; and database systems.
- Must have outstanding teamwork, interpersonal relationship, and active listening skills.
- Must have good organizational and time management skills.
- Able to set priorities and organize daily workload to meet deadlines, program goals, and requirements.
- Be highly organized, with attention to detail and accuracy.
- Able to efficiently process multiple projects at a time without sacrificing the quality of work.
- Demonstrate flexibility when new assignments or changes are introduced.
- Able to work independently but also function effectively as part of a team.
- Able to follow directions and work well with others.
- Be self-motivated, reliable, and function as an active team player.
- Able to take initiative with minimal supervision.
- Able to exercise good judgment, discretion, and confidentiality when interacting with clients.
- Able to clearly articulate Bresee's message and program-specific information.
- Must support Bresee's procedures and policies.
- Must follow program-specific requirements and policies.
- Must submit to and successfully pass a criminal history background check.
- Must understand and support Foundation's *Vision, Mission, and Values Statement*.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, lift, and carry objects. Job requires frequent verbal and written communication. Computer, telephone, copier, and fax use are required.

**WORKING LOCATION:** Location is based on a percentage of where work time is spent.

In office 95%, out of office 5%. Indoors 95%, outdoors 5%.

**HOURS AND BENEFITS:** Part time, seasonal position; August 2017 through mid-June 2018, 19 hours per week, Monday through Friday (Mon: 2-6pm, Tues: 1-6pm, Wed/Thu: 3-6pm, Fri: 2-6pm), excluding school holidays and vacation periods. Position has no benefits except those required by law.

**TO APPLY:** Submit cover letter and resume to [jobs@bresee.org](mailto:jobs@bresee.org) by December 15, 2017 with the Subject Line: Classroom Assistant.