



## One Annapolis 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC) Job Description

<b>Job Title</b>	Teacher Assistant - 21st CCLC
<b>Job Type</b>	Part-Time, Afterschool Program
<b>Reports To</b>	Lead Teacher/Site Coordinator
<b>Pay</b>	\$18/hr

### Position Summary

The Teacher Assistant will work under the supervision of the Lead Teacher and program staff to provide academic and enrichment support to students enrolled in the 21st CCLC program. The Teacher Assistant will help implement instructional activities, support classroom management, monitor student engagement, and assist with program logistics. This role is essential to ensuring a safe, engaging, and productive environment that fosters student growth and success.

### Essential Duties & Responsibilities

- Support academic enrichment activities in reading, math, science, social studies, and other subjects.
- Help facilitate enrichment programs
- Monitor student behavior and promote a positive, inclusive environment.
- Provide one-on-one or small group support for students who need additional academic or behavioral assistance.
- Assist in preparing instructional materials and set up the classroom or activity space.
- Assist with attendance tracking, progress monitoring, and other recordkeeping as directed.
- Supervise students during transitions, snack time, and dismissal to ensure safety.
- Communicate effectively with staff, students, and parents as needed.
- Uphold program policies, procedures, and standards of conduct.

### Work Schedule

- Afterschool program hours, Monday–Friday (3:30 - 6:30 PM)
- Position runs during the school year (30 weeks)

### Education

- High school diploma or equivalent required; college coursework in education or child development preferred.

### Experience

- Experience working with school-age children in educational or recreational settings.

### **Knowledge, Skills, and Abilities**

- Strong communication, teamwork, and organizational skills.
- Ability to maintain a safe and supportive environment for diverse learners.
- Commitment to the mission and goals of the One Annapolis 21st CCLC program.
- Must pass background checks as required by state and federal guidelines.

### **Physical Requirements**

- Ability to stand, walk, and engage with students for extended periods.
- Able to lift up to 25 lbs and assist with classroom/activity setup.