

Chicago West Side Christian School

1240 S. Pulaski, Chicago, IL

773-542-0663

Teacher Assistant

- Assists teacher with executing instruction and evaluating its effectiveness
- Participates in lesson and activity planning
- Constantly monitors the safety and well-being of students; monitors student attitudes and encourages self esteem; assists students with becoming increasingly independent
- Monitors student behavior and helps maintain discipline in the classroom
- Conducts learning exercises with small groups of children
- Alerts the teacher to special needs of individual children
- Provides escort and assistance to children as necessary
- Helps maintain individual records for each child
- Assists teacher in maintaining neat work and study areas
- Assists with the supervision of children during recess and lunch periods
- Collects and displays suitable material for educational displays
- Attends staff development
- Upholds the mission of the school and Christian character and values
- Participates in school-wide events
- Performs other related work as required

After School Program Staff Worker

- Assist the after school program director in the planning and implementation of daily after school program activities
- Set up program, project, and activity areas as needed
- Assist students in working on completing homework / assignments
- Actively supervise and engage with groups of students during the after school program
- Enforce expectations and procedures for after school program to ensure a positive climate and culture
- Maintain a clean and organized physical environment for students, involving students in the process of cleaning and organizing activity spaces before, during, and after use
- Complete attendance logs and other paperwork, as needed
- Communicate effectively with students, parents, and other staff members
- Participate in staff meetings and trainings, as needed
- Perform related duties as assigned by the supervisor.

Qualifications:

- Associate's Degree (or higher)
- Certified in CPR, First Aid
- Desire to nurture and work with children

Please email your cover letter and resume to:

melissasears@cwscs.org - Principal