

CHESTER EDUCATION FOUNDATION JOB POSTING

Teaching Aides (elementary and middle school)
Part-Time (15-18 hours per week)
21st Century SKILLS College Afterschool Program
at Columbus Elementary or Smedley Middle School
Monday, 2-6; Tuesday-Friday 4-6;*

Start Date: September 20, 2005

(Program to start October 17, 2005)

Position Summary: Support the mission of CEF in its efforts to address the educational and prosocial needs of Chester Upland School District students. Provide opportunities for students to achieve academically and socially while increasing the range of experiences available to them. Must respect children.

Primary Responsibilities:

Assist teachers by helping to develop and implement lesson plans and curriculum. Assist students with assignments and learning activities and coordinate and manage student activities. Provide positive reinforcement to students and model problem solving behavior and good communication skills. Observe and share knowledge of students and/or school issues that may impact success of the program. Actively supervise and manage students. Maintain records as required. Supervise students on buses to and from program and/or supervise snack distribution. Create and develop student activities as needed. Assist CEF staff and participate in program planning and training as required.

Education and Experience

- Must meet requirements for Chester Upland School District teacher's aide position
- Provide clearances for background check (criminal history and child abuse clearance records).
- Experience preferred
- Computer literacy a plus

Skills, Knowledge and Abilities

- Ability to work well with and relate to students of all backgrounds
- Ability to participate in children's activities
- Ability to work collaboratively with teacher, volunteers, and other afterschool program staff
- Ability to supervise and manage small groups (10-12) of students
- Enjoys working with children and/or adolescents
- Skilled in creating a positive environment for students to develop and grow
- Excellent communicator
- Consistent and dependable

**All dates and times are approximate*

Please submit your resume by fax **610.364.1563**, email **cef@chestereducation.org** or by mail, **Chester Education Foundation, 2600 W. 9th Street, Suite GS-100, Chester, PA 19013** by **September 2, 2005**