



Northside Neighborhood House

a hand up through education and assistance

Job Description

Job Title: CommUNITY School Program Assistant

Reports To: CommUNITY School Coordinator

Classification: Part-Time, Hourly

Location: Soddy Daisy or Sales Creek Schools

Supervises: N/A

Position Start & End Dates: (August 7, 2024 – May 10, 2025), with the opportunity to return for the next school year.

Program Summary: Through our CommUNITY School model, Northside Neighborhood House CommUNITY School Coordinators partner with school administration to identify and provide wrap-around support to meet the physical, social and emotional needs of the school community. This work focuses on the six key practices of the national community school model: enhanced learning opportunities; personalized culture of safety, belonging, and care; rigorous, community-connected classroom instruction; powerful student and family engagement; collaborative leadership, shared power, and voice; and integrated systems of support.

Position Summary: The CommUNITY School Program Assistant supports the CommUNITY School Coordinator in leading after-school programming for enrolled students. Activities include homework support, mentoring, life-skills, and enrichment with students enrolled in our CommUNITY School program.

Typical Working Conditions/Environment: This is a school-based position. Activities may vary between indoors and outdoors based on program activity.

Qualifications:

Education/Experience:

- High school diploma or equivalent required
- Some college experience preferred
- Experience working with school-aged children required
- Knowledge of behavior management and conflict resolution for groups of students strongly preferred

Skills/Abilities:

- Follows directions and asks clarifying questions when needed.
- Desires to build positive relationships with youth.
- Organizes and implements activities with groups.
- Communicates with youth effectively and constructively.
- Able to develop and implement behavior management strategies tailored to children's individual needs.
- Able to successfully manage multiple projects in a fast-paced environment.
- Has integrity and ability to strictly safeguard confidential information and respect privacy
- Able to work with the public with non-discrimination, patience, and tolerance.
- Is able to self-regulate and maintain a calm demeanor during times of high stress
- Has patience and understanding in working with people from varying socio-economic backgrounds.

Physical Abilities:

- Requires sitting, standing, bending, walking, reaching, and lifting up to 20 lbs.
- Ability to participate in student enrichment activities, including but not limited to sports activities, outdoor excursions, fitness programs, and other physically demanding tasks.
- Requires manual dexterity sufficient to operate standard office machines such as computers, telephone, and other office equipment.
- Requires hearing and vision necessary to perform the essential functions of this position.

Equipment/Technology:

- Proficiency with computers sufficient to use web-based timekeeping, Google Suite, & learning management software
- Basic computer/Chromebook navigation skills
- Must be able to use new software to support agency priorities

Essential Functions & Responsibilities:

Schedule: Regular, prompt attendance during work hours, typically Monday – Thursday from 1:45pm - 5:00pm during the school year as well as at least one Friday a month for one hour for professional development. Hours may vary slightly as needed.

Travel: None

Equipment/Technology: Proficiency with computers sufficient to use web-based timekeeping, Google Suite, & learning management software. Basic computer/Chromebook navigation skills. Must be able to use and quickly learn new software to support agency priorities.

Skills/Abilities: Hearing and vision necessary to perform the essential functions of this position required. Ability to lift up to and sometimes over 20lbs and ability to participate in physical student enrichment activities.

Job Duties & Responsibilities:

- Assist Coordinator in planning and implementation of a variety of learning and social experiences that promote positive student wellbeing and development
- Lead and supervise students in both small and large group activities
- Create an engaging environment that fosters safety and a sense of belonging for all participants
- Assist in planning, organizing, and leading recreational and enrichment activities, including arts and crafts, sports, etc
- Prepare and distribute snacks or meals, adhering to any dietary restrictions or guidelines
- Assist students in working on and completing school assignments and projects
- Assist Coordinator in maintaining program standards of student behavior to promote effective participation in activities
- Support and encourage program volunteers in developing and engaging in positive mentoring relationships with students
- Set up and maintain a clean and organized environment for students; demonstrate and involve students in cleaning and organizing activity areas before, during and after use.
- Participate in regular staff meetings
- Complete required training within designated time frame.
- Actively promote, embody, and uphold NNH core values in all interactions with students, staff, and parents.
- Perform related duties as deemed necessary by the Community School Coordinator.

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