

# After-School Teacher Assistant

The Shuang Wen Academy Network

New York, NY

Other

Posted on September 9, 2021

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## Job Description

The Teacher Assistant reports directly to After-School Manager, he/she will be responsible to assist the assigned Teacher with responsibilities in the followings:

## Responsibilities

- Assist Teacher and provide classroom materials for students to explore and learn.
- Understand the basic principles in guiding behavior to promote a positive classroom environment.
- Lead and encourage participation of songs and classroom activities.
- Serve as role models to the students.
- Design and maintain various bulletin boards to display students' artwork and monthly activities.
- Keep classroom neat, clean and organized.
- Greet parents and effectively communicate program announcement to them.
- Additional administrative tasks as needed by Teacher or After-School Manager.

## Qualifications

- Must pass full background check includes fingerprinting.
- Must be at least 18 years of age with high school or above education.
- Strong verbal and written communication skills.

- High energy, engaging and the ability to multi-task.
- Experienced in working with children under the age of 13 in an educational program.
- Detail oriented, self-starter and the ability to think outside the box.
- Preferred English/Chinese bilingual skills and bicultural capabilities.

## **Application Instructions**

Interested candidates should email resume and cover letter to SWAN Office:

[Info@swan-nyc.org](mailto:Info@swan-nyc.org)

Subject: Teacher Assistant Posting