**Amigos Reader Leader After-School Program**

**Aides Job Description**

**After-School Program Classroom Aides:**

Amigos de Guadalupe Center for Justice and Empowerment seeks to hire classroom aides to support and improved student academic achievement in an after-school setting. Our program accommodate student differences and uniqueness, Amigos Reader Leaders Paraprofessionals support improved achievement through a combination of balanced literacy, homework support and project-based learning activities that are linked to classroom curricula and Common Core State Standards and lead enrichment and sports activities that expand the experience of underserved youth. The program seeks to strengthen children’s foundation of basic skills, while providing them with a rich and high quality after-school program, thereby making students more learning-ready.

**Primary Duties:**

Under the direct supervision of the Amigos Reader Leaders Program Manager, Paraprofessionals are responsible for the direct homework support, iPad support, instructional, sports, and enrichment support, supervision/oversight, and the safety of school-aged children assigned to the care of the Paraprofessional. Specific duties include, but are not limited to, daily attendance accounting, homework support, iPad support, specific instructional, sports and enrichment support, maintaining a safe and healthy learning environment, preparing and providing daily nutritious snacks, leadership support and supervision on field trips, and effective communication with parents and students. The Paraprofessional will carry out all program plans and schedules provided by the Program Manager.

**Qualifications**

Paraprofessionals will have the ability to learn in these areas and/or possess these qualifications or skills:

* Common Core State Standards
* Balanced literacy
* Lesson planning and implementation
* Classroom management
* Academic Tutoring
* Safety / Risk Management in a child-centered program
* Possess a college degree or currently accepted and entering a college or university (Some high school training Paraprofessionals may be considered).
* Prefer previous experience working with children.
* Must have knowledge of working in racially diverse communities, under performing schools, low social economic areas.
* Must be willing to be fingerprinted and have a background check.
* Prefer CPR and/or First Aid training.
* Prefer Spanish bilingual

**Job Responsibilities:**

* Planning support and execution of homework support, essons, sports, enrichment, and related learning activities
* Available to work assigned hours
* Teach, direct, and supervise school-aged children
* Maintain daily attendance
* Maintain data entry requirements
* Involve children in all program activities
* Responsible for the health, safety, and well being of the children at all times
* Must be an active participant and a positive role model to children
* Exhibit courteous and helpful behavior to children, staff,

parents/guardians, personnel, and the general public

* Exemplify the personal and spiritual qualities
* Report to the Program Manager any behavioral concerns and/or incidents involving the children in the program
* Attend all staff meetings and professional development trainings
* Responsible for all equipment, supplies, and cleanliness of program areas
* Carry out all policies and procedures as assigned
* Complete other duties as assigned

**Program: Amigos Reader Leaders**

**Location:** Our Lady of Guadalupe Parish

**Status:** Part time

**Close Date:** September 2, 2014

**Contact:** Rachel Garcia at 408-258-7057 or submit resume to rac5304@cs.com