Jubilee Park and Community Center

Instructional Aide

The Instructional Aide is responsible for assisting the Afterschool Teacher in the planning, organizing and implementing appropriate instructional materials in a learning environment that guides and encourages students to develop to their full academic potential during the Jubilee’s Afterschool Program. The Instructional Aide works Monday-Friday from 2:30-6:30 PM (subject to change) and reports to the Program Delivery Manager.

**Qualifications**

* High school graduate with some college preferred
* 1 year working in a classroom or afterschool setting preferred
* Bilingual (English and Spanish) preferred
* Ability to work well with children
* Able to communicate effectively

**Primary Duties and Responsibilities**

* Fill in an instructional lead when afterschool teacher is absent
* Pick up students and assist with transition from day school to afterschool
* Assist afterschool teacher in planning enrichment activities that facilitate active learning experiences
* Assist with developing weekly lesson plans
* Provide homework assistance
* Maintain an environment conducive to learning where students feel safe
* Monitor students during I-station
* Manage student behavior by establishing and enforcing rules and procedures
* Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs
* Maintain time sheet
* Maintain emotional control under stress
* Moderate standing, bending and lifting.
* Attend staff meetings and trainings as required by the Program Delivery Manager.

*Jubilee Park is a catalyst for comprehensive community revitalization and enrichment in Southeast Dallas, with an emphasis on education of children and adults.*