



## Arts@302 K@P Assistant Teacher Job Description

**Position Type:** Part-Time, approximately 9 hours a week

**Reports To:** K@P Coordinator(s), Executive Director

**Compensation:** \$10/hour

**Program Description:** Kristin's Artists of Promise (K@P) is an after school program for elementary age students with opportunity gaps recruited from 2 neighboring elementary schools. The goal of the program is to provide a safe, judgment-free space where each child's ideas and creativity are allowed to flourish. Programming is designed to engage creativity while teaching an overarching social, developmental, or technical lesson through the process. Children are also provided with a well-rounded meal each afternoon during the program.

**Job Description:** The K@P Assistant Teacher provides support to the K@P Coordinators and students in the form of assisting with food preparation and service, monitoring and redirecting students regarding behavior, assisting the students with projects when needed, and cleaning during and after projects.

**Expectations of Employee:** • Consistently reports to work on time ready to perform duties and engage with students • Performs duties as directed by K@P Coordinators • Maintains a positive and respectful attitude • Communicates regularly with their supervisor • Prepared to work with large groups of children • Has or will obtain food-handler's permit.

### Responsibilities:

1. Arrive at **3:00 pm** Tuesday, Wednesday, and Thursday
2. Preparation tasks including: Preparing food and drinks, arranging classroom furniture, gathering project materials, maintaining orderliness of supply closets and cabinets
3. Children arrive at **4:00 pm**. Remind them to wash their hands before they get food.
4. Serve students the prepared food while the Coordinators work with the guest Teaching Artists to get projects/lessons started
5. After food has been served, return the serving table to the kitchen
6. Walk around and observe the room, actively engage and assist children with projects where needed
7. Maintain cleanliness of room as projects/lessons are underway
8. **At 5:30 pm**, choose up to three students to take downstairs to assist in washing dishes

9. **At 5:45 pm**, accompany Coordinators and children outside for pick-up. Wait with children until all students are picked up
10. Clean and reset the classroom either for K@P, or for the next class or event using the room
11. Check in with Coordinators prior to leaving to make sure all tasks are completed
12. Fill in your timesheet on a daily basis. Make sure your timesheet is correctly filled in each Thursday before leaving.