



POSITION: Parent Teacher Specialist	REPORTS TO: Program Manager
CLASSIFICATION: Part Time –Non-Exempt	DEPARTMENT: YouthPride

PRIMARY RESPONSIBILITIES:

Parent Teacher Specialist is responsible for assisting active students with homework and providing tutoring services. The Parent Teacher Specialist will assist the Site Supervisor in ensuring that homework and reading logs are maintained, and with the collection of student data for the program.

ESSENTIAL JOB REQUIREMENTS:

Duties and responsibilities include, but are not limited to the following areas:

- Provide Academic and Homework assistance to all students either in group or individual settings
- Prepare materials for homework assistance, project-based learning curricula and physical activities
- Monitor and maintain records of each participant's homework and reading logs
- Ensure a safe and efficient learning environment for all program participants, staff and volunteers
- Assist the Program Manager and Site Supervisor in organizing and administering all pre-, mid- and post- assessments
- Maintain communication between Program Manager, Collaboration Liaison and Site Supervisor about homework, projects, goals, objectives and success of each program participant
- Supervise AmeriCorps members and volunteers
- Chaperone field trips, parent workshops and social events as deemed necessary by Program Manager
- Attend all required trainings and workshops as required by funding sources
- Other related duties as assigned

JOB EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

The ideal candidate will have demonstrated skills, strong knowledge, and experience in the following areas:

- High School Diploma or GED required
- Experience working with children
- Working knowledge of MS Office and Excel
- Good verbal and written communication skills
- Highly organized and detail-oriented and an ability to work in a fast-paced environment
- Ability to lead and be a team player and employ a positive tone a great attitude and professional demeanor at all times
- Ability to be fair, flexible and caring
- Able to pass a Level II background check and drug test
- Bilingual – English required – Spanish preferred

The following is the Parent/Teacher Specialist Work Schedule:

terAfterschool: Monday-Friday 1:00pm -6:00pm |Teacher Planning Days: 8:00am - 5:00pm

Spring Break: Monday-Friday 8:00am -5:00pm | Summer Camp (8 weeks):
Monday-Friday 8:00am - 5:00pm