



HOMEWORK HELPER

The 21st Century Kids of Northern F.R.A.N.K.L.I.N. Homework Helpers report directly to the 21st Century Site Coordinator. This position is part-time 10 hours per week after school for the 2018-19 school year and will have a competitive hourly salary.

QUALIFICATIONS

- Equivalent of 90 Credits of Approved Study (College Seniors), Ed Tech II and/or experience working with elementary school-aged children
- Successful completion of all background checks

SUMMARY OF POSITION/PRIMARY FUNCTIONS

The 21st Century Kids of Northern F.R.A.N.K.L.I.N. Homework Helper will serve as an academic supporter of children.

- Creating a safe, positive environment that supports children’s social, emotional, intellectual, and physical development
- Co-teaching with other staff to effectively deliver thematically-integrated enrichment activities within the broader context of larger projects that nurture a child’s love of learning
- Reinforcing children’s self-confidence, raise self-concept, and reduce anxiety of fear of failure in academic work through skill-building and character development
- Assisting students in developing study skills necessary for academic success
- Helping students develop positive attitudes toward learning and studying
- Working closely with Skilled Tutors and classroom teachers to meet the needs of their students in grade-level math and literacy that occurs during the regular school day
- Communicating with parent, teacher or appropriate content specialist and receives instruction/direction on a regular basis

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Knowledge of math, literacy, sciences, and other related topics to ensure adequate and accurate information taught to students
- Working with diverse family systems in a respectful manner

Skills:

- Excellent verbal and written communication skills including facilitation skills and leadership skills
- Demonstrated proactive problem solving, teamwork, innovative thinking, creativity, patience, and flexibility
- Experience working with elementary school-aged children preferred
- Demonstrated experience working within diverse socioeconomic demographics
- Ability to conduct and assist with group activities, such as reading aloud, story-telling, homework help, and other academic activities

Ability to:

- Maintain flexible scheduling for completing tasks as necessary, including evenings and weekends when required
- Understand applicable state laws, codes, regulations, policies, and procedures related to assigned duties
- Work with individuals or small groups of students in community-based programs
- Analyze situations and suggest appropriate action
- Make decisions and exercise good judgment
- Work independently with minimal supervision
- Work under pressure and prioritize workload
- Multitask and assess children's needs
- Maintain confidentiality according to regulations and procedures
- Maintain records on each student who is being tutored, including follow-up and periodic assessment. Keep a daily running record of student response and progress. Complete case note records monthly.
- Provide evaluations and other reports as requested by the 21st Century Kids of Northern F.R.A.N.K.L.I.N. staff.

Application Procedure:

Applicants should complete an application online at www.fcctf.org. Please attach your letter of interest for the position, resume and provide references from previous supervisors who have first-hand knowledge of your performance.