



of the Island City

## Teacher Assistant, Alameda Island Kids Program JOB DESCRIPTION

**Job Title:** Teacher Assistant, Alameda Island Kids

**Position Category:** Part-Time or Full-Time (Hourly, Non-exempt)

**Accountability:** Site Director

### About Us

At Girls Inc. of the Island City our mission is to inspire all girls to be strong, smart, and bold(SM) through innovative programs, activities, and advocacy and to provide before and after school child care services supporting youth and their families through Alameda Island Kids.

Alameda Island Kids, a service of Girls Inc. of the Island City, is a licensed before and after school child care program for boys and girls, grades Kindergarten through 5th. Alameda Island Kids before school and after school services are specially designed to provide age-appropriate daily activities including organized games and sports, cooking experiences, science, dramatic play, arts and crafts and much more. Activities are designed to develop social skills and build confidence. AIK program are located at five elementary school sites in the city of Alameda (Bay Farm, Edison, Earhart, Franklin and Otis Elementary School).

### About the Role:

The Alameda Island Kids Teacher Assistant is responsible for assisting the Teachers and or Site Director in successfully managing all aspects of their school site's Licensed Child Care Before & After School Program for boys and girls Kinder -5th grade in a safe, welcoming and engaging environment.

\*Teacher Assistant positions work during the school year (Aug - June) with the option to work during the summer at Girls Inc. Summer Camp.

### Duties & Functions of this Role:

- Assist the Teacher with the supervision of *up to* 28 children per group during program activities
- Assist in the planning and implementation of activities for site
- Assists children to resolve conflicts.
- Assist with set-up, clean-up and decoration of site
- Attends and participates in regular staff meetings at site.
- Attends mandatory Girls Inc. /AIK all staff meetings as scheduled.
- Performs other duties, as assigned by Site Director, Director of Program and/or CEO.
- Maintains positive relationships with children, school staff and parents.
- Communicates and coordinates activities with Site Director and other staff.
- Informs Site Director of all incidents, injuries and parent information as it/they occur(s).
- Turns in completed time record by deadline.



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**Qualifications for this Role:**

- Must be 18 years or older.
- 6 units Early Childhood Education (as described in Section 101316.2 CA Health and Safety Code - Title XXII).
- One year experience in a licensed child care facility, preferably school-age child care or before and after school setting
- Upon hire, employee must also provide/complete the necessary Community Care Licensing forms and documents (*all forms will be provided*)

**Hours of Work:** Non-exempt, part-time or full-time hourly position.

- ***Part-Time Position:***  
Monday, Tuesday, Thursday and Friday 2:30 – 6:00p  
Wednesday 12:00p - 1:30p to 6:00p (*start time varies throughout the month*)
- ***Full-Time Position:***  
Monday - Friday: 7:00a - 8:00a, 12:30p – 6:00p (full-time & split shift pay)

**Salary & Benefits:**

- \$18.00 per hour
- Paid-Time Off (as accrued)
- Benefits are available to Teachers Assistants assigned to 30-hour weekly schedules.

For more information about Girls Inc. of the Island City, please view our website at [www.girlsincislandcity.org](http://www.girlsincislandcity.org)