



## Job Description

**Position:** Assistant Teacher, Afterschool Education Gary Klinsky Children's Centers  
**Program/Department:** Afterschool Education  
**Reports to:** President/Executive Director  
**Hours:** Part Time

### Position Summary:

The GKCC program is offered every weekday from 2:30p.m. to 6:00 p.m. at four public elementary schools located in East New York, Crown Heights, and Bedford-Stuyvesant, Brooklyn. The five GKCC centers serve over 900 elementary school children every day. Assistant teachers in the afterschool program are expected to work with the lead teacher and help supervise a class of 20 students during afterschool hours and 13 school holidays.

### Responsibilities:

- Work with the lead teacher to implement hands-on projects and activities to students which are provided in the context of leadership and community service.
- Working under the supervision of the lead teacher and site director, use creative/innovative teaching strategies that enhance and encourage students' reading, writing, math skills and provide homework help.
- Provide effective supervision to 20 students during classroom activities and other afterschool activities.
- Work with the lead teacher to plan lessons related to field trips and help provide supervision to students during field trips.
- Work with the lead teacher to develop and plan culminating event activities that will showcase learning and creativity.
- Monitor authorized parental/guardian pick up of students.
- Assist the lead teacher with preparation of activities and materials for the daily schedule.
- Other responsibilities as needed.
- Participate in agency wide groups and meetings as required
- Assist with development of funding proposals as needed
- Other tasks as may be required.

### Qualifications Required:

- High School Diploma required. Some college preferred.
- Experience working with youth in an afterschool or summer camp environment.
- Must enjoy working with children and able to pass a background check with NYC and NYS Department of Health and NYC Department of Education

### How to apply:

[Click here to apply to the Assistant Teacher role](#)