



Position Title: *Academic Liaison/Teaching Assistant (At Port Chester Middle and High School Welcome Center)*
Two positions available (Hiring one for each school)

Department: *RECOVS*

FLSA Status: *Hourly*

Schedule: *Monday – Friday, 9:00AM – 5:00PM*

Reporting Relationships: Reports directly to the *RECOVS Program Manager*

Position Overview:

The Welcome Center at Port Chester Middle and High School is a dedicated program designed to provide holistic support for students facing learning loss. Our mission is to bridge the achievement gap by addressing both academic and socio-emotional needs, fostering a nurturing environment for all students.

Agency Wide Duties and Responsibilities:

- Support the shared vision of Port Chester Carver Center
- Support and facilitate positive interaction with others by exhibiting individual maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace.
- Comply with all policies and procedures as defined by the Carver Employee Handbook and all other governing agencies.

Position Specific Duties/Responsibilities:

- Academic Support: Providing targeted assistance in core subjects to help students catch up and improve their performance.
- Executive Function Skills: Teaching essential skills such as organization, time management, and goal-setting to enhance students' ability to manage their studies effectively.
- Self-Advocacy: Guiding students in understanding their strengths and needs, empowering them to advocate for themselves within the school environment.
- Oversee afterschool academic support lab and teachers
- Monitor attendance and record student progress.
- Perform other duties as assigned.

By working closely with students, the Academic Liaison / TA helps build confidence and independence, which are critical for combating learning loss and promoting long-term academic success.

Data:

- Keep accurate records of student progress and participation in the afterschool program.
- Provide regular updates and reports on student achievements and areas needing additional support.
- Assist with the maintenance of rosters, attendance, program calendar

Preferred Qualifications:

- Certified Teacher, Teaching Assistant, Retired Educator
- Minimum of 1 year of experience working with youth in an educational setting
- Ability to communicate clearly and effectively, verbally and in writing.
- Ability to work effectively with diverse children, staff, parents, and community members.
- Bilingual Fluent Spanish, required
- Additional Qualification: Knowledge of Microsoft Office including Word, Excel, PowerPoint, Teams.

Carver Center employment policy requires the completion of a full background check prior to hiring.

Training Requirements to Maintain Position:

Attend and participate fully in required staff orientations, all required meetings and Carver Center's professional development sessions, including possible evening trainings, workshops, registration events, etc.

Compensation: \$22-27/ hour (37.5 hours per week), commensurate with experience

How to Apply:

Email resume RECOVS Manager, Mariana Gonzalez, mGonzalez@CarverCenter.org

In email include if you are applying for Middle school or High School position.

The qualifications listed are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing the absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related section(s) or promotional criteria.