

**Job Title:** Instructional Support Staff for Enrichment (Part-time)

**Location:** Nassau & Suffolk Counties New York

**Reports To:** Enrichment Program Coordinator / Lead Teacher / Site Director

**Schedule:** Part-Time, As needed based on student enrollment and registration, aligned with enrichment program sessions

**Compensation:** \$20.00 – \$25.00 per hour, based on location, experience and qualifications.

## **Position Overview:**

We are seeking a reliable, enthusiastic, and student-focused **Instructional Support Staff** member to assist certified teachers in delivering high-quality enrichment programming for students in Pre-k to 6th grade. This role is ideal for individuals who are passionate about working with children and interested in supporting creative and academic programming in a school-based setting. Under the direction of the Lead Enrichment Teacher and/or Program Director, the Instructional Support Staff provides hands-on assistance in the classroom, helps manage student behavior, and ensures a safe and supportive learning environment.

## **Key Responsibilities:**

### **Classroom Support**

- Assist the lead teacher with the delivery of enrichment lessons and hands-on activities.
- Help with the setup and cleanup of materials and classroom spaces before and after each session. Ensure space is left clean and tidy.
- Support students individually or in small groups to encourage engagement and participation.

### **Student Supervision and Behavior Management**

- Monitor student behavior and provide positive reinforcement and redirection as needed.
- Supervise students during instruction, transitions, and dismissal, ensuring their safety and well-being at all times.
- Assist in maintaining a respectful, inclusive, and orderly classroom environment.

### **Program Operations and Communication**

- Follow the lead teacher's directions and school/program policies with professionalism and consistency.
- Communicate effectively with staff, site directors, and, when appropriate, families regarding student needs or concerns.
- Report any incidents or safety issues to the Site Director or Program Coordinator promptly.

### **Qualifications:**

- Prior experience working with children in a school, camp, childcare, or youth program setting is strongly preferred.
- Strong interpersonal and communication skills.
- Dependable, punctual, and able to follow instructions and routines.
- Positive attitude, team-oriented, and enthusiastic about supporting student learning and growth.
- Must pass all required background checks and provide necessary employment documentation.

### **Work Conditions:**

- Active role involving frequent movement, student interaction, and light lifting (e.g., classroom supplies).
- Involves both indoor and outdoor supervision depending on programming.

### **Application Instructions:**

Interested candidates should submit a resume and a brief statement of interest to [Enrichment@scopeonline.us](mailto:Enrichment@scopeonline.us). Applications will be accepted on a rolling basis until positions are filled.