

## **Program Assistant**

\*Minimum Requirements: Experience working with children; If still in high school, must be eligible for a work permit

Program assistants (PAs) are responsible for student supervision both inside and outside the CTY classroom. PAs also plan and lead all afternoon activities. Although certain duties are typical, tasks and responsibilities may change according to each day's needs and slightly vary. Specific tasks and responsibilities in the classroom might include assisting with instructional preparation, aiding the instructor with classroom management, taking notes about student performance, tutoring students, helping with clerical tasks such as typing and photocopying, and generally helping to ensure that the class runs smoothly. PAs are the primary staff members responsible for supervising students during lunch, breaks, and afternoon activities, and report to the dean of students while also working with other administrators. As part of their supervisory duties, PAs assist with morning drop-off and afternoon pick-up.

## **Sample Daily Schedule**

Here's what a day in the life of a Program Assistant (PA) looks like. Exact schedules will vary from site to site.

Core work hours for day site positions are Monday-Friday 8 a.m.-4:30 p.m., but these may vary depending on the specific site schedule. All staff members are required to work student check-in day on the weekend immediately prior to the start of each session.

### **Morning**

- Arrive by 7:30 a.m. if working Before Care (Sign-up is optional; extra pay is provided from 7:30-8 a.m.)
- Meet with your instructor before class arrives and prepare for class
- Assist with students' drop off
- Assist in your classroom
- Attend the daily PA meeting
- Help students sign up for daily activities
- Supervise students during their 10-minute break

### **Afternoon**

- Eat lunch
- Supervise recess
- Prep for the afternoon activity period
- Assist in your classroom
- Run afternoon activities
- Help with student dismissal
- Work After Care until 5:30 p.m. (Sign-up is optional; extra pay is provided from 4:30-5:30 p.m.)