

# Four Rivers Community School Classroom Assistant

Contact information: Raeshelle Meyer, Principal  
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**Job Description:** After school program coordinator/classroom assistant

The job of After School Program coordinator was established for the purpose/s of helping students develop and strengthen academic, physical and social skills by providing assistance and tutoring to students in the after school program. The coordinator will be responsible for providing academic tutoring and enrichment programming (i.e. art activities) for designated groups of up to twenty students; and organizing and providing recreation activities. The coordinator will work under the direction of the school Principal or designee.

This job reports to School Principal or Designee

**Job Duties:**

- Supervise students in group and individual settings
- Assists students with homework help
- Plan and facilitate engaging activities
- Assist teachers in the classroom as needed
- Ensures the safety of students by following all school procedures and rules
- Maintain daily attendance