Position Title: Bilingual After School Program (BAP) Assistant Teacher 2020 - 2021

Job Description: The BAP Assistant Teacher will act as a support person for the BAP Teacher and will provide one-on-one assistance to students as needed. This staff position seeks to facilitate BAP’s goals of academic/homework support and providing students with adult allies who care about them. No curriculum planning is required of the Assistant Teacher, though they will be expected to support the BAP Teacher during enrichment lessons.

Program Description for the Bilingual After School Program: The Bilingual After School Program (BAP) has been serving immigrant youth for over 35 years, offering group and individual tutoring as well as supervised recreation. To offer a balanced and healthy program, we strive to provide youth with various opportunities and rewarding experiences needed for healthy growth and development. The program provides youth from 1st through 8th grades with an academic study-centered environment for homework help, as well as weekly academic enrichment with hands-on, project-based lessons. Through these, we hope to develop a student’s ability and passion to learn, as well as supplement their school day with additional curriculum. We strive to build a healthy community of students by providing quality support systems for the individual and their families.

Status: Non-exempt, temporary, part-time hourly (two to four positions available depending on program need)

Scheduled Hours (approximate):
- Weekly Schedule [Subject to change due to SFUSD’s unknown Fall plans- 6/2020]
  - Elementary School: 2:30pm -- 6:15pm Monday through Friday (Tuesdays from 1:30pm -- 6:15pm)
  - Middle School: 2:30pm -- 6:15pm Monday through Friday
- Team Meetings/Trainings (approximately twice a month on scheduled weekday evenings and/or afternoons, TBD)
- Additional hours for special events and 1:1 check-ins as determined by supervisor
- Program runs August 17, 2020, through June 2, 2021, and follows the SFUSD instructional calendar for observed holidays and breaks
- Possible hours for full-day programming during the scheduled SFUSD Spring Break from March 29 - April 2, 2021.
- Additional Orientation, Training and Set-up dates before the program begins TBD, as well as Evaluation and Close-up Celebration dates after the program ends TBD
Responsibilities:

- Actively participate in a team effort with other staff, colleagues, volunteers, and parents to support the personal, academic, physical and social development of each student
- Provide additional assistance (e.g., interpreting instructions, providing physical assistance) to help students with special needs participate or learn new academic, recreation and leisure skills
- Homework support in subjects for assigned grade
- Applying restorative justice methods, positive reinforcement, and other behavioral intervention
- Promoting youth enjoyment and motivation in the program
- Provide proximity support to identified children at all times
- Share in classroom responsibilities as assigned by BAP Teacher and OST Programs Director
- Other relevant duties as assigned

Minimum Qualifications:

- At least 18 years old by date of hire
- High School Graduate or GED equivalent
- Passion for helping children and youth succeed
- Organized, dependable and punctual
- Satisfactory clearance of DOJ Livescan, TB Clearance, and completion of Mandated Reporter Certification within 30 days of hiring

Preferred Qualifications:

- Experience in field of youth work
- Educational background in field of Special Education and/or Early Childhood Education
- Bilingual in Cantonese and/or Mandarin
- Awareness of, sensitivity towards, and experience with the needs of first-generation Chinese immigrant families in San Francisco

Physical Demands: While performing the duties of this job, the employee is frequently required to sit, talk, walk, and hear. The employee is occasionally required to run during play or respond to an emergency. Employees are frequently required to engage with children on the floor and at their eye level. Employees are frequently required to use their hands and arms to handle and manipulate objects, as well as reach. Vision abilities are required for supervision of children.

Supervision: The BAP Shadow Aide is directly supervised and accountable to the Out of School Time Programs Director.

Compensation: $16.50 per hour

To Apply: Please email your cover letter and resume to osldirector@cameronhouse.org
Questions? Contact the Out of School Time Programs Director at ostdirector@cameronhouse.org

Donaldina Cameron House, also known as Cameron House, is a faith-based nonprofit agency that has served the changing needs of San Francisco’s Chinatown community since 1874. We help empower Chinese American individuals, families, and recent immigrants to become full participants in, and contributors to, a healthy society. We put our faith and cultural understanding into action through youth programs, leadership development, and social services that help people learn, heal, and thrive.

Cameron House is an equal opportunity employer and seeks diversity with respect to religion, race, ethnicity, culture, gender, age, sexual orientation, and physical abilities.

For more information, please visit cameronhouse.org

Applications are now being accepted until positions are filled. Posted 6/2020.