



The Chatfield School | A State School of Excellence

231 Lake Dr., Lapeer, MI 48446 • (810) 667-8970 • chatfieldschool.org

Part-Time Second Grade Teacher's Assistant

Reports To: Lead Second Grade Teacher / School Directors

Schedule: Part-Time Approximately 27-29 hours per week

Salary/Wage: \$20 per hour

Position Overview

We are seeking a warm, enthusiastic, and patient Part-Time Teacher's Aide to support our second-grade classroom. In this role, you will work closely with the lead teacher to create a nurturing, organized, and safe learning environment. Second grade is a pivotal year for developing reading fluency, foundational math skills, and social-emotional growth. The ideal candidate will love working with 7- and 8-year-olds and have a passion for helping young learners build confidence.

Key Responsibilities

- **Instructional Support:** Work with small groups or individual students to reinforce lessons in reading, writing, and mathematics.
- **Classroom Management:** Assist the lead teacher in maintaining a focused, positive classroom environment. Help manage transitions between activities.
- **Material Preparation:** Prepare classroom materials, bulletin boards, crafts, and learning stations as directed by the teacher.
- **Student Supervision:** Supervise students during non-instructional times, including recess, lunch transitions, hallway monitoring, and dismissal.
- **Grading & Admin Assistance:** Help grade assignments and organize student files and folders.
- **Inclusivity & Support:** Provide extra encouragement and patience to students who may need additional academic or behavioral support.

Qualifications & Skills

- **Education:** High school diploma or equivalent required; Associate's degree or college coursework in Early Childhood Education/Child Development is a plus.
- **Experience:** Previous experience working with elementary-aged children (in a school, daycare, camp, or tutoring setting) is highly preferred.



x



The Chatfield School is proudly authorized by SVSU and managed by Teachers First.



The Chatfield School | A State School of Excellence

231 Lake Dr., Lapeer, MI 48446 • (810) 667-8970 • chatfieldschool.org

- **Communication Skills:** Strong verbal and written communication skills to effectively collaborate with the lead teacher and interact with students.
- **Key Traits:** High energy, patience, flexibility, creativity, and a genuine love for children.
- **Background Check:** Must be able to pass a background check and fingerprinting in accordance with state educational requirements.

Physical Requirements

- Ability to stand, walk, and sit on child-sized furniture for extended periods.
- Ability to lift up to 25 pounds occasionally.
- Willingness to supervise outdoor recess in various weather conditions.

How to Apply

To Apply: Please submit your resume and a brief cover letter explaining your experience working with children to khuestis@chatfieldschool.org.