



**Position:** Read2Lead Assistant Teacher  
**Manager:** Read2Lead Teacher  
**Team:** Memphis Dream Center  
**Hours:** Part Time

**Summary:**

The Read2Lead Assistant Teacher will aid the Lead Teacher and reinforce the instructions, daily plans and behavior management in the classroom. Assistant Teachers may be asked to do a wide variety of tasks including leading a small group of children, serving snacks, taking children on bathroom breaks, cleaning, etc.

**Responsibilities include but are not limited to:**

- Snack and meal distribution
- Daily bus monitor and student pickup at schools
- Assist Lead Teacher in daily implementation of scheduled program offerings
- Follow all policies and procedures of the R2L Program
- Assist in gathering and preparing needed supplies for daily program as Lead Teacher directs
- Assist in daily setup of activities and cleaning of spaces
- Required to attend all R2L staff meetings and trainings
- Helps with setup of and attend all R2L Family Events

**Attributes and skills required:**

- Passion for working with under-resourced children and families
- Organizational skills
- Flexibility and creativity
- Strong literacy skills
- Ability to manage groups of children and deal with challenging behavior
- Ability to lead group activities for children

*\*This description is not all-inclusive, and other duties may be assigned as necessary.*