



Communities
In Schools

Cleveland County

312 West Marion Street
Shelby, NC 28150
704-480-5569
cisofclevelandco.org

Site Assistant Job Description

Title: Site Assistant
Location: Crest Middle School
Reports To: Student Support Coach
Status: Part-time, 10 hours per week

Responsibilities

Offer overall afterschool program assistance with direction from the Student Support Coach. Assist with activities while serving as a positive role model and interacting with students. Positions are part-time with the goal of supporting program activities.

Specific Tasks Include

- Working independently to assist students with academics one-on-one or in small groups.
- Assisting with the delivery of enrichment activities with small and large groups.
- Assisting with setup and cleanup of programs and activities.
- Escorting students to and from activities.
- Taking attendance.
- Ensuring the emotional and physical safety of each student and report any concerns to the Site Coordinator.
- Other duties as assigned.

Qualifications

High school diploma. Associate or bachelor's degree as well as experience working with at-risk youth or groups of students preferred. Criminal background check required.

Interested applicants should send a cover letter and résumé, including three current professional references, to Jan Kendrick at jan@cisofclevelandco.org. Application review will begin immediately, and the position will remain open until filled.

The mission of Communities In Schools of Cleveland County is to surround students with a community of support, empowering them to stay in school and achieve in life.