

HOMWORK HELP ASSISTANT  
(Ossining Public Library Homework Help Center)

GENERAL STATEMENT OF DUTIES: Assists school students with homework assignments in an after school program, does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Library Director or designated library staff member, incumbents of this position assist school students (primarily second through fifth grade students) with homework assignments and familiarize students with library research tools and research methods. Work is conducted at the public library on an after school basis and may include Saturdays. The incumbent may work with students on a one on one basis or in small groups. Supervision is not an aspect of this position.

EXAMPLES OF WORK:

Assists students with homework assignments and school projects;

Gives students general instruction in library skills and Internet search skills;

Ensures program participants complete attendance sheets, as required;

May interact with or complete feedback forms for student's homeroom teacher.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of basic school subjects including English, reading; writing; science, mathematics, etc; skill in instructing and directing children with homework assignments and basic library research skills; ability to work well with children; ability to provide an enriching environment for children; ability to interact, positively, and develop a good rapport with children; dependability; creativity; resourcefulness; flexibility; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of an equivalency diploma and either: a) possession of a current teacher certification; or b) one year of experience as a school teacher; or c) completion of sixty college credits.

Special Note: Many of the participating students are of Hispanic origins and familiarity with the Spanish language is useful.