

**PUENTE Learning Center**  
**Charter Elementary School Campus Aide**

**About PUENTE Learning Center**

For over 33 years, PUENTE Learning Center, a nonprofit, nonsectarian educational organization, is a place for learning, achievement and success. We are committed to making education and job training skills accessible to all. We offer classes for students ages 3 to 80+ including Digital Innovations, English as a Second Language, Adult High School Diploma, and more. PUENTE operates an award-winning Preschool and Charter Elementary School, After-School Enrichment and summer programs. PUENTE is proud to be part of the Boyle Heights neighborhood, a primarily immigrant community, having served over 100,000 students in our 33-year history.

PUENTE Charter School is a program of PUENTE Learning Center. The Charter School offers elementary grade-level students a family-centered, technology-based learning experience designed to help children meet and exceed Common Core State Standards mastery and build a solid foundation for lifelong academic achievement.

**Responsibilities**

Campus Aides in the PUENTE Charter School will work in a community where children, parents, teachers and administrators are actively involved as partners in teaching and learning. Campus Aides will assume responsibilities including, but not limited to, the following:

**Educational**

- Supervise students at lunchtime and/or playtime and maintains a harmonious atmosphere by encouraging peaceful resolution of conflicts.
- Circulates throughout the cafeteria during mealtime. Helps students by opening packages and milk cartons.
- Assists children through the cafeteria line in an orderly fashion.
- Assists staff in lunch room clean-up.
- Assists with the student's transition to and from playground, lunchroom and classroom in a safe and organized manner.
- Reports disciplinary and other concerns to the administrator or classroom teacher.
- Maintains a safe environment for students at all times.
- Work with Charter staff to offer children a standards-based, stimulating and nurturing program and environment that meets student's individual and group needs.
- Work with the school Administrator and other instructional staff to develop
- Work with Teachers and other Teachers Aides to assess individual student learning needs and evaluate student outcomes.
- Participate in a team education approach.
- Utilize innovative strategies to motivate children every level of the learning spectrum.
- Demonstrate appreciation for and sensitivity to the diversity among individuals and the unique learning needs of each individual student.
- Perform other job-related duties as assigned.

**Professional Development**

- Model and promote positive interpersonal communication and problem-solving skills.
- Assume responsibility for professional growth which may include, but is not limited to, attendance at conferences, meetings, observations and in-service training.

## Consultation

- Supervise students during lunch periods.
- Oversee student drop-off and pick-up procedures to ensure student safety.

## Leadership

- Act as a role model and resource for students and other staff members.
- Demonstrate and encourage creativity, flexibility and teamwork.
- Be willing to assume responsibilities in order to fulfill the vision of the charter.

## Preferred Qualifications

- Qualified applicants will have either a) completed at least 60 semester credits or 90 quarter units of higher education study; b) obtained an associates degree or higher; c) passed an academic assessment test that demonstrates knowledge of and the ability to assist in teaching reading, writing and mathematics.
- Preference may be given to bilingual (English-Spanish) candidates.
- Must have an interest in becoming part of a small, dedicated team that works tirelessly to meet rigorous academic outcomes, take part in parent-participation projects, cooperate in a variety of school-community events and assume responsibilities both within and beyond the classroom.
- Available for occasional evening and weekend hours may be required to participate in school functions and to attend a variety of meetings.

Salary commensurate with experience.

To apply, please send a cover letter and resume via email to Tesa Marquez, Administration and HR Manager, at [tesa@puente.org](mailto:tesa@puente.org). No phone calls please.

Review of applications will begin immediately.