



Alternative Suspension Program - Assistant Teacher Job Description

Neighbors Plus is a non-profit Christian Community Development Organization that provides programming to help individuals, children, and families reach next step goals. Partnered with Harderwyk Ministries on the north side of Holland, our purpose is to share time, knowledge, skills, and love with our neighbors and our community. The vision of Neighbors Plus is to build a stronger community by educating, guiding, and caring.

Goal: Part-time teacher assistant to help in all facets of the Alternative Suspension Program (ASP) for middle school students, including one-on-one and small group tutoring, developing behavior plans, and coordinating community service and career exploration outings.

Responsibilities:

1. Assist ASP Director in leadership of all facets of the Alternative Suspension Program during scheduled school year (following the West Ottawa school calendar).
2. Work individually and/or with small groups of students that have been suspended or expelled from West Ottawa, Holland Public, and other area schools, encouraging behavior changes, and completing all necessary schoolwork.
3. Assist ASP Director to further develop behavior management, as well as coordinate community service and career exploration facets of work with students.
4. Assist with occasional parent communication.

Job Requirements:

- A strong personal faith in Jesus Christ as Savior.
- Teaching and/or classroom experience. Experience with at-risk students desired.
- Enjoys and relates well to students in middle school.
- Ability to lead and help students be accountable for next steps.
- Effective communication skills with students, families, teachers, & school administrators.
- Dependable, available 3-4 days per week during school hours.
- Able to obtain a chauffeur's license if needed.

Accountable to: Executive Director

Please mail resume and application to:
Jennifer Roudebush, Executive Director
Neighbors Plus
1627 W. Lakewood Blvd.
Holland, MI 49424
or email jennifer@harderwyk.com