



## PTCS Job Opening

### Extended Program Assistant

#### Job Details

**Job Type:** Part-Time

**Schedule:** Monday – Friday; 3:00 PM – 5:30 PM

**Pay:** Hourly

**Reports To:** School Principal and Extended Program Director

**Position Start Date:** August 26, 2024

#### Pui Tak Christian School

Pui Tak Christian School (PTCS) is a high-performing, faith-based school located in Chinatown, Chicago, IL. PTCS has been in operation for 72 years, and we serve Preschool 3-year-old to 8th-grade students. PTCS seeks growth-oriented and like-minded teachers for the 2024-2025 school year.

#### Job Description

PTCS is seeking a part-time Extended Program Assistant under the general direction of the Extended Program Director. The Extended Program Assistant is responsible for on-site daily operations and implementation of the daily program. The ideal candidate will provide leadership and supervision to students, serve as a positive Christian role model, and maintain an organized, clean, and safe learning and recreational environment.

#### Job Responsibilities

- Oversee an after-school care classroom of mixed-age students; supervise students during homework and afternoon snacks.
- Plan daily devotion and learning activities such as games and gym time.
- Maintain a classroom environment where all students can learn and thrive.
- Oversee volunteers and classroom assistants.

- Mentor, coach, and guide them during the after-school hours.
- Give students opportunities to grow and lead by providing feedback and coaching to develop the next generation of Christian leaders.
- Shepherd students under your care. Maintain godly character within and outside the classroom, build positive relationships with students, engage in intentional conversations and activities, and discipline students in a God-honoring way.

## Qualifications

- Demonstrates a commitment to the mission of PTCS.
- High school diploma is required; some college education is preferred.
- At least two years of experience working with children.
- Have a passion for working with children in a Christian school setting.
- Ability to teach in a multicultural school setting.
- Ability to manage a classroom of students varying widely in age.
- Strong verbal and written communication skills.
- Ability and willingness to undergo a background check.
- Ability to work independently, relate well with other staff, solve problems, and make sound decisions.
- Adapt to a less-than-ideal classroom facility.

## To Apply

You can read more about our school at [www.puitakschool.org/about-us](http://www.puitakschool.org/about-us). Please send resumes to [jonpostma@puitakschool.org](mailto:jonpostma@puitakschool.org) and [harmonyzhang@puitakschool.org](mailto:harmonyzhang@puitakschool.org).

*As an equal opportunity employer, Pui Tak Christian School does not discriminate in its employment practices against any person because of race, color, biological sex (as determined by anatomy at birth and not subject to change), pregnancy, national origin, ancestry, age, disability, or military status. PTCS is legally allowed to make religion-based decisions in its employment practices in order to fulfill its religious mission. All employee positions are critical to the fulfillment of this mission. Consequently, PTCS expects all employees to live out the Ministry's Statement of Faith and all Biblical standards as interpreted by the PTCS leadership.*

## "Joy in Learning, Love in Teaching"

2301 S Wentworth Ave  
Chicago, IL 60616

Phone: (312) 842-8546

Email: [jonpostma@puitakschool.org](mailto:jonpostma@puitakschool.org)