

AFTERSCHOOL TEACHER

Minimum requirements:

- Graduation from high school or GED;
- One year of experience in an program serving elementary aged children in a developmentally appropriate environment.
- Must have (or be willing to obtain) training and experience necessary to develop consistent, stable, and supportive relationships with young children.

Must be able to do the following:

- Communicate effectively with school age children, their parents, and other staff.
- Provide quality, stimulating focused attention of the children enrolled in the program.
- Demonstrate skills to properly address interaction with school age children.
- Maintain effective, working relationships with children, parents, and staff.

Nature of Work

- Hours of work and schedule are determined by the Director, based upon program needs and availability of funds.
- Work involves providing comprehensive interaction with the children at all times.
- The staff/child ratio will be 1:18.
- Supervision/evaluation of the teacher is provided by the center director.

Job Duties and Responsibilities

- Maintains an open, friendly, and cooperative relationship with each child and family.
- Promotes feelings of security and trust in school.
- Greets children and their parents warmly and with enthusiasm each day.
- Engages (Talks, discusses, plays games with) the children frequently.
- Responds quickly in a calm and tender manner to children's distress.
- Respects children's curiosity about each other; ensures that children treat each other gently and with respect.
- Organizes each day's activities to provide children with a variety of experiences and opportunities that allow them to develop their initiative, self worth, problem-solving skills, and creativity, as well as a sense of self and a feeling of belonging to the group.
- Completes timely, neat and accurate documentation as needed.

- Maintains a safe, clean, care-giving environment, practices good personal hygiene and hand washing, and assures the well being and safety of all of the children in that environment.
- Maintains a positive, calm attitude and a pleasant, soothing voice, and models this attitude and voice for parents and others working or volunteering in the program.
- Maintains a cooperative attitude of working together with other teachers, the center director, parents and volunteers in planning and implementing activities for the program/classroom.
- Protects all children from physical punishment or verbal abuse by anyone in any program activity, and immediately reports any such incident to the center director or person in charge.
- Provides for the physical safety of each child from arrival time until departure time.
- Observes children to detect signs of illness, injury, abuse, neglect, emotional disturbance, or other special needs, and reports these signs immediately to the center director or person in charge.
- Interact with the children at all times; when students are present, attention must be focused on them—not on other adults or activities.
- Implement a curriculum that reflects the growth of the child.
- Responsible for making sure that all needed materials are available and interacts with office staff if additional items are required.
- Ensures the safe keeping and good maintenance of the items in the classroom and playgrounds.
- Set boundaries and activities for each day
- Oversee homework time, snack time, and planned activities
- Set up activities and materials before each day's program and clean up before leaving each day.
- Check to make sure that homework is done and help children keep track of their belongings.
- Handle discipline fairly with firmness but understanding and make sure that administration is aware of any discipline issues and document all issues in writing.
- Report in writing any injuries or illnesses to administration.
- Attends all training opportunities and staff meetings as provided and scheduled.
- Performs any other tasks deemed necessary by the center director.