



JOB DESCRIPTION

I Title: Aftercare Program Teaching Staff

II Qualifications:

- A. Must be at least 16 years of age or older
- B. High School Diploma preferred
- C. Teaching experience or related experience in childhood education preferred
- D. Demonstrates maturity and responsibility needed to work with children
- E. Enjoys working with elementary school-age children
- F. Capable of active involvement in indoor and outdoor games and activities
- G. Relates well to parents, staff and students, as well as school personnel.
- H. First Aid Certification or willingness to complete course upon appointment of position
- I. Organized, cooperative, willingness to create a safe, secure and friendly environment
- J. Strong interpersonal and communication skills
- K. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

III Primary Function: To provide a quality and safe experience to children in the Aftercare Program.

IV Reports to: Program Director of Aftercare Program

V Major Duties and Responsibilities:

- A. Greets and communicates with parents/guardians daily.
- B. Responsible for each student until he/she is picked up from the program by a parent or authorized person.
- C. Communicates regularly with the Site Coordinator (i.e. incident reports, attendance, etc.).
- D. Assures the safety and well-being of the children. Calls for emergency assistance if needed and complete accident reports when necessary.
- E. Supervises distribution of snacks.
- F. Maintains professionalism and confidentiality at all times.
- G. Demonstrates positive interpersonal communication skills.

AFTERCARE TEACHING STAFF

- H. Assists the Site Coordinator with maintaining the program site and all equipment, to provide a safe, clean, and organized environment for students.
- I. Attends and participates in all staff meetings and/or training sessions.
- J. Reports any problems which arise to the Site Coordinator.
- K. Follows and enforces district policies and procedures.
- L. Performs other duties within the scope of his/her employment as may be assigned.

VI **Terms & Conditions of Employment:** Annual appointment upon recommendation of Aftercare Program Director, Site Coordinator, Superintendent, satisfactory evaluation, and continuation of program.

VII **Compensation and Benefits:** Five days per week; Hours 3:00 p.m. to 6:00 p.m. each school day or 12:30 p.m. to 6:00 p.m. on days when the schools dismiss early. Hourly rates for certificated teachers and non certificated teachers annually determined by the Board of Education; 10-month position. Work Year: All student present days.

VIII **Evaluation:** Annually by Superintendent.