

KIDS IN ACTION

EST. 1988

After School Job Description

Job Summary

After school teachers will oversee students learning during after school hours. We host a fun, hands on and organized environment. We want little minds to continue to grow in the 3 hours that our AWESOME after school teachers have them. Teachers help implement daily curriculum for children in the classroom. Aids and coordinates the children's personal care, hygiene, learning activities, specialized programs and positive guidance. Ensures that classroom and other play areas are consistently clean and safe. Informs parents of their children's behavior. Keeps lead teacher and directors informed on a timely basis of pertinent issues regarding staff, children, families, and the program.

Primary Duties and Responsibilities

Education and Curriculum

- Aids and implements curriculum activities and that promote children's social, emotional, physical, and cognitive development.
- Actively engage in activities with students.
- Follows the daily schedule for the classroom, outdoor time, meals, snacks, and special activities.
- Uses positive guidance techniques consistent with state regulations, counsels children when social, academic or adjustment problems arise.
- Keeps accurate and current records student accidents, anecdotal records, and attendance.
- Has strong working knowledge of Texas Minimum Standards as they pertain to center operations.

Interactions with Parents, Staff, and Director

- Observes, records, and reports to director any significant behavior of children or staff that could adversely affect the quality of care provided.
- Actively participates in center events, staff training sessions, meetings, and programs.
- Immediately notifies director of needed repairs to the building, play area, equipment or toys throughout the facility. Ensures that children are not exposed to equipment or situations that could affect their health or safety.
- Accepts temporary work assignments in the event regularly scheduled staff is not available, such as answering the phones, cooking, assisting in management of program.



Health and Safety

- Implements appropriate emergency procedures in the event of fire, tornado, chemical leak, or other emergency situations.
- Administers CPR/First Aid or other appropriate emergency procedures in the event of serious student accidents or emergencies
- Properly maintains educational materials and equipment; ensures that children are using equipment in an appropriate manner.
- Keeps classroom and other play areas safe, neat, and clean.

Reporting Relationships

The after school teacher reports to the Director of After school, he/she also takes direction from directors and from other center management personnel.

Qualifications

Must LOVE kids, Ability to work with multiple ages (pre school through school-age), Have the ability to multitask; Able to communicate with staff and parents; Organizational skills; Have the ability to think quickly and creatively; Punctual; Must pass criminal background check, Aide teachers in daily tasks, Flexible, Ability to work with other teachers and all age groups, Must be a high school graduate, Must be able to repeatedly bend, stoop and run; must repeatedly lift and carry children.