After School Teacher Job Description

JOB CLASSIFICATION
Teaching Staff

QUALIFICATIONS
An After School Club Teacher must:

✓ Be at least 18 years of age
✓ Have a high school degree or equivalent education
✓ Have at least 1 year of experience working with children and/or a certificate in early childhood education or currently working towards the completion of one
✓ Submit to various background checks including those completed through the Department of Human Services and the Michigan State Police Department
✓ Be CPR, First Aid, and Blood Borne Pathogen certified or obtain certification upon hire
✓ Complete a Tuberculosis test and physical and provide a physician’s documentation of both
✓ Be mentally and physically capable of caring for a large group of children alone in a classroom
✓ Possess a strong work ethic, be punctual, and have minimal absences
✓ Have an awareness of the unique needs of young children and have appropriate expectations of their abilities
✓ Be able to kneel, bend, squat, lift, push, pull, and carry children up to 70lbs
✓ Be available for full time employment and available to work as late as 6:30 pm
✓ Have dependable transportation

REQUIRED EXPECTATIONS

✓ Ensure the safety and well-being of each child by responding to their emotional, social, and physical needs as well as their educational needs
✓ Utilize developmentally appropriate practice and best practice methods at all times
✓ Be a positive role model for all care giving staff and children
✓ Be warm and nurturing with children
✓ Be customer service orientated and professional
✓ Provide excellent customer service according to the standards of AppleTree Learning Centers

RESPONSIBILITIES AND DUTIES
Including, but not limited to, the following:

✓ Engage children in activities and play that stimulates their development
✓ Appropriately supervise children while keeping them safe at all times
✓ Assist children in the AppleTree Homework Club with homework completion
✓ Implement activities from the AppleTree school age activity guide
✓ Facilitate daily activities that are developmentally appropriate for school age children
✓ Maintaining an environment that is clean, organized, and safe for all children
✓ Establish a professional level of rapport with each family in order to provide quality care and friendly service
✓ Manage a large group of children utilizing appropriate classroom management techniques
✓ Attend and engage in occasional parent participation events and other events that may be on nights and/or weekends
✓ Serve snacks to children and clean up the preparation and eating areas afterwards
✓ Interact with parents daily and speak with them about their child(ren)
✓ Maintain a professional self-image and project the values of the organization at all times

**IMMEDIATE SUPERVISOR**

✓ After School Teachers report directly to the Assistant Director.

Please keep in mind that the above job description is meant to be a guideline and does not list in detail all of the job responsibilities of a Lead Teacher. All duties of the After School Teacher position will be covered in orientation and during the “hands-on” portion of the position training.

______________________________  ______________________________  _______________________
Signature                                               Printed Name                                               Date

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Witness                                                  Printed Name                                               Date