

POSITION OVERVIEW

Under the supervision of the Director, the Lead After-School Teacher is responsible for the academic, social and emotional growth and development, as well as the supervision of children. Responsible for the supervision of up to four Teachers and Assistant Teachers assigned to the Site.

DUTIES

Planning and Creating the Learning Environment

In the classroom and playgrounds in charge of:

- Providing a learning environment that reflects the TRF Guiding Philosophy
- Providing a learning environment that promotes curiosity and inquiry
- Providing a learning environment that is flexible and changes according to the needs and interests of the children
- Providing a classroom environment that reflects the children's learning
- Planning and providing experiences for children that promote critical thinking and inquiry
- Planning and providing experiences for children that nurture and stimulate their cultural needs

Supervision

- Ensures that Teachers are kept updated in all matters concerning the classroom i.e. teacher meetings, activity plans, policies and procedures
- Meets with staff on a weekly basis as a group and on a monthly basis for individual supervision
- Assigns and monitors Teacher and Assistant Teacher tasks
- Ensures that Teachers are implementing school age curriculum in the classroom
- Functions as a program liaison to schools, law enforcement, and other community agencies
- Monitors and requests adequate instructional supplies for the program
- Ensures that staff turn in paperwork forms on a timely basis
- Ensures that staff maintains logs documents adequate information of participants school, personal information and family progress
- Completes performance evaluations and provides functional training and guidance to staff members assigned to the classroom
- Completes incident reports for Supervisor regarding staffing or classroom concerns
- Participates in interviews, selection, assignment, and orientation of program staff
- May perform other administrative duties as assigned by supervisor

Classroom Management (Supports Teachers and Assistants in the following areas):

- Complete age appropriate curriculum (activity plans) to nurture and stimulate the psycho social, cognitive and cultural needs of the children in their care
- Complete attendance records, maintains up to date emergency forms, curriculum plans, individual child development profile and other records as needed
- Complete and develop short and long-term goals for individual child and overall group
- Complete orientation of the classroom with parents
- Complete checklist to ensure that classroom is kept neat and orderly
- Complete training evaluation form for staff meetings and trainings attended

After-School Lead Teacher

Supports Teachers in the following areas:

- Completes daily ratio counts for Director
- Reports regularly to the supervisor any issues of concern that need immediate attention
- Completes and reports any symptoms of child abuse to supervisor and/or Child Abuse Hotline
- Completes daily health checks regarding hygiene, safety, and overall well-being of children
- Completes DRDP-Rs with Teacher twice a year for School Age children (completes a DRDP-R summary of findings yearly)
- Completes classroom and parent conferences after each DRDP-R is completed
- May perform other duties as assigned by supervisor

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

AA degree with 24 semester units in Child Development, Early Childhood Education or Recreational Courses, including core courses (Child/Human Growth and Development, Child, Family and Community, Program/Curriculum).

OR

60 Units of completed coursework at a four year college or university that would lead to a BA/BS Degree in Child Development or Early Childhood Education or related field.

AND

- Must hold a current Child Development Site Supervisor Permit, plus 2 years teaching experience.
- Knowledge in Desired Results, Developmental Appropriate Practices
- Knowledge of Title 22 and Title 5 regulations
- Must be a team player
- Bilingual (E/S) preferred

COMPENSATION

Salary is \$24-\$28 per hour.

Compensation will be determined based on experience and education.

APPLY ONLINE:

