

Job Description – Before/After Care Teacher

A person selected for this position will be responsible for supervising children in the before care and after care program.

Qualifications

1. Must be at least eighteen (18) years of age and meet the requirements of the licensing agency.
2. Must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to fulfill responsibilities in accordance with the School's program and philosophy.

Responsibilities

1. Supervises the classroom.
2. Helps with the general housekeeping tasks.
3. Maintains a professional attitude and loyalty to the School at all times.
4. Treats all children with dignity and respect.
5. Attends all staff meetings and recommended training programs and conferences.
6. Helps to maintain a neat and organized classroom.
7. Helps children establish good habits of personal hygiene; change diapers and assists with toilet training.
8. Attends School functions.
9. Supervises all activities to ensure safety at all times.
10. Reports the Director any problem which may occur with the children.
11. Performs additional program duties as assigned by the Director according to the School's needs.
12. Participates in dismissal procedures at the end of after care, ensuring that each child leaves with the appropriate adult (either Lead Teacher or Authorized Adult)
13. Greets parents and children with salutations and smiles.
14. Maintains a professional attitude and loyalty to the School at all times.
15. Works with other staff members to form a positive, supportive team atmosphere.
16. Participates in Parent Open House prior to school.
17. Participates in recommended training programs, conferences, courses, and other aspects of professional growth, maintaining current knowledge of early childhood practice.