



Encore Job Description for After-School Teacher

Title: After-School Program Provider	Department: Encore
---	---------------------------

Reports to: Director of Summer & After School Programs	Work Schedule: M-F, 2:30pm - 6pm	Positions Supervised:
Job Status: Part-time	FLSA Status: Non-exempt (hourly)	Date Revised: 8/25/2021

POSITION SUMMARY:

After-school Program Provider works with the school's elementary aged children during the hours of 2:30pm-6pm every weekday.

PRINCIPAL RESPONSIBILITIES

- Care for Elementary aged children 3-10 years of age in the after-school program
- Maintain a safe and nurturing scholastic environment
- Communicate with teachers, parents, and staff on an on-going basis
- Organize and implement age-appropriate activities
- Collaborate with other teachers for activities and child-care

Education:

- High School Diploma

Experience:

- 3 years working in a child-care facility or school preferred.

Competencies:

- Strong verbal communication skills
- Knowledge of age-appropriate activities
- Strong classroom management skills

Licenses and Certifications:

- CPR/First Aid

Specialized Skills and Knowledge:

- CPR & First Aid Certification required

Working Conditions:

- General classroom and playground conditions

Physical Demands:

- Lifting up to 20 pounds, standing, walking, sitting, reaching, operating computer and other office and classroom equipment