



Position Description

Job Title: Afterschool Academic Teacher/Group Leader
Department: Field
Reports To: Afterschool Site Coordinator
FSLA Status: Non-Exempt

SUMMARY

Under the guidance of the Site Coordinator, assists with the implementation of the CIS Afterschool Programs and specified school site. Familiar with the CIS Model as well as programming components of the 21st Century Community Learning Centers (21st CCLC). Responsible for ensuring a high level of program quality and working to establish a positive relationship with all program participants, their families and CIS staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, implement and document a variety of successful and engaging academic intervention and enrichment, evidence-based youth development, STEM, and family engagement activities with school-aged children as assigned by the site coordinator. This includes gathering supplies, implementing activities within the scheduled time, cleaning up and returning supplies to appropriate place.
- As needed, differentiate lessons and activities so they are appropriate for students of various ages and with various abilities.
- Adhere to policies, procedures, and child care licensing guidelines in a pro-active manner, making the safety and care of children primary focus.
- Build a positive relationship with each after-school participant and foster positive connections between participants. Actively engage with children at all times with the goal of fostering the positive development of each child and the group.
- Interact professionally and appropriately with children, parents, CIS staff, MPS staff, community members and partners.
- Effectively manage assigned group. Maintain and enforce progressive discipline policy. Report observations and incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) to site coordinator.
- Participate in and evaluate the effectiveness of activities and events.
- Inspect on a daily basis all facilities, equipment, and supplies and be sure all are accounted for and put away at the end of each day.
- Actively participate in all aspects of staff or member development, including supervision, team meetings, orientation, and training. Must obtain a minimum of 16 hours of professional development during the calendar year.
- Maintain confidentiality for all CIS clients including but not limited to students, families, etc.
- Comply with all CIS policies and procedures.
- Complete all other relevant programmatic duties assigned by supervisor.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Understand and apply basic child and adolescent development principles.
- Communicate and develop positive relationships with youth.
- Adapt, facilitate and evaluate age appropriate activities with and for the group.
- Respect and honor cultural and human diversity.
- Involve and empower youth.
- Identify potential risk factors (in a program environment) and take measures to reduce risk.

- Care for, involve and work with families and community.
- Work as part of a team and shows professionalism.
- Demonstrate the attributes and qualities of a positive role model.
- Interact with and relate to youth in ways that support asset building.

EDUCATION and/or EXPERIENCE

Bachelor's degree, Teacher Certification or demonstrated relevant equivalent experience in education, social work or related field.

WORK ENVIRONMENT

Regular and satisfactory attendance and punctuality are required.

Other duties within the scope of the employee's skills and abilities as assigned by the supervisor.

Criminal background check required.

Availability to work from 3/3:15 to 5:45 Monday – Thursday during the school year. Occasional evenings and weekends.