

## **ABC Lead Teacher Job Description**

**Date position begins:** October 15, 2018

**Date position ends:** May, 2019 TBD

**Hours:** 3:00 - 6:00 pm

**Hourly Rate:** \$15 - \$18 / hour

### **Responsibilities:**

- Assist with planning and implementing enrichment activities, instructional study time and daily snack. Assists with planning a variety of age-appropriate and theme related activities to include music, art, drama, crafts, games, dance, STEM, language, leisure educational and instructional study time and occasional family nights.
- Supervise and facilitate curriculum activities and areas to promote positive learning and experiences for the children in a safe and caring environment
- Develop and provide training for ABC staff and volunteers in coordination with ED
- Provide support for parent communication and family/parent nights in coordination with ED
- Complete Student Incident Reports
- Responsible for recording and submitting daily attendance and checking students out in cooperation with the Lead Teacher using Excel spreadsheets
- Maintain responsible and positive discipline policies. Report persistent behavior problems.
- Assist ABC ED in making recommendations for managing students, resolving classroom logistics, distributing daily snack, and administrative tasks as assigned
- Work cooperatively with school staff, administration, volunteers, and program partners.
- Oversees the safe use/care of school district equipment and facilities used by the program (including security of building and students)
- Maintain an orderly physical environment conducive to optimal growth and development of students
- Understand and implement ABC and TSD#401 safety procedures, protocols, and staff handbook information.

- Provide support for partner organizations that are integral to the program
- Other duties as appropriate

**Required Qualifications**

- Bachelors Degree
- Ability to maintain effective working relationships with students, volunteers, and staff
- Experience and proven success working in an after-school setting or with school aged children (K - 5).
- Demonstrated ability to work with diverse groups, and effectively communicate
- Bilingual is a plus
- Experience and proven success working in after-school setting or with school aged children (K-5)
- Have current Adult / Child First Aid/CPR/AED

ABC - Above and Beyond the Classroom is a non-profit organization that supports afterschool and summer programs by providing academic, social, and recreational opportunities in a safe and caring environment for Teton County children.