

ABC Frontline Staff Job Description

Date position begins: October 15, 2018

Date position ends: May, 2019 TBD

Hours: 3:00 - 6:00 pm

Hourly Rate: \$9 - \$13 / hour

Responsibilities:

- In-person supervision and implementation of enrichment activities, instructional study time, and daily snacks.
- Implementing 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.
- Responsible for recording and submitting daily attendance and checking students out in cooperation with the Lead Teacher using Excel spreadsheets
- Maintaining responsible and positive discipline policies. Reporting persistent behavior problems
- Assist ABC Executive Director, Program Director, and Lead Teacher in managing students, resolving classroom logistics, distributing daily snack, and administrative tasks as assigned
- Work cooperatively with school staff, administration, volunteers, and program partners. Be responsible for 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

- High School Degree or Equivalent

- Ability to maintain effective working relationships with students and staff
- 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.