

PIECES OF THE PUZZLE AFTER SCHOOL PROGRAM

JOB DESCRIPTION



TITLE: Aftercare Teacher –Part-time Position

FLSA: Non-Exempt

GENERAL SUMMARY

Under the direction of the Director of Pieces of the Puzzle After School Programs assists in ensuring that the center's *Vision, Mission and Goals* are achieved; and assist in the facilitation and implementation of the after school program.

ESSENTIAL FUNCTIONS:

Interacts with children in various activities (snack time, group or individual play, homework, etc.) for the purpose of providing a safe and positive learning environment.

Take attendance for daycare staff and students daily. If an instructor or student is absent, take appropriate steps as outlined in procedures.

Communicate with staff and parents as needed. Provide supervision for students enrolled in daycare program.

Convey concerns and observations to After School Director.

JOB SPECIFICATIONS

Education and Experience:

Any combination equivalent to: graduation from high school and related experience working with children. High school students 16 years of age and older may also apply.

Valid CPR and first aid certifications preferred.

KNOWLEDGE AND ABILITIES:

Basic needs and characteristics of school-age children.

Laws, regulations, policies and procedures related to assignment.

Behavior management techniques and strategies.

Skills/Effort:

Take initiative to assist children.

Work effectively with individuals and groups of school-aged children.

Work cooperatively with others.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Work confidentially with discretion.

Maintain records.

Working Conditions:

Classroom and outdoor environment.

Noisy at times.

Standing for extended periods of time.

Bending at the waist to assist students.

Pieces of the Puzzle Learning Center, LLC is smoke free.

Responsibility:

To supervise and maintain the safety of students upon arrival to center until parent pick up.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____ Date: _____

_____ Date: _____

_____ Date: _____

Position You Are Applying For _____

Desired Salary _____

Date Available for Work: _____

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle _____

Address _____ City _____ State _____ Zip _____

Home Phone: _____ Cell Phone: _____ Email address: _____

Social Security Number: _____

Are you a U.S. Citizen? Yes No

Have you ever been convicted of a felony? Yes No

If selected for employment are you willing to submit to a pre-employment drug screening test? Yes No

EDUCATION

School Name	Location	Years Attended	Degree Received	Major

Other training, certifications or licenses held: _____

EMPLOYMENT

Employer: _____ Dates Employed: _____

Work Phone: _____ Pay Rate: \$ _____ to _____

Address: _____

City: _____ State: _____ Zip: _____

Position: _____

Duties Performed: _____

Supervisors Name and Title: _____

Reason for leaving: _____

May we contact them? Yes No

REFERENCES

Name	Title	Company	Phone

Acknowledgement and Authorization

I certify that all answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.