RSU No. 5   Durham ~ Freeport ~ Pownal
Community Programs Before/Aftercare Teacher Job Description
Laugh and Learn

<u>Qualifications</u>:
- High School or equivalency diploma.
- Experience in childcare or preschool preferred.
- CPR/First Aid Certification.

<u>Reports to:</u>
Childcare Coordinator ("Coordinator")

<u>Job Goal</u>:
Supervise and ensure the safety of students within the before/aftercare programs. Provide a safe, fun, and nurturing environment for children to attend before and after their regular school hours.

<u>Performance Responsibilities</u>:
<u>Before/Aftercare Teacher</u>:
- Supervise children enrolled in the program.
- Create a safe and engaging environment.
- Use acceptable and approved responsive classroom practices.
- Work collaboratively and cooperatively with other teachers to provide a consistent experience for children.
- Basic computer skills and ability to interact through email, shared files, and ability to learn and use a student database system.
- Assist with homework, create engaging activities, and be alert to the needs of students as individuals and within groups.
- Interact with the children at all times, and remain attentive and present with the children.
- Track supplies and request needed supplies and snacks with guidance of Coordinator.
- Follow RSU5 policies regarding discipline, bullying, and "hands off" play for all children.
- Report any concerns, accidents, incidents, or issues to Coordinator.
- Be familiar with DHHS policies and procedures.
- Maintain communication with parents.

<u>Facility Maintenance</u>:
- Assure a clean, safe, well-organized learning environment

<u>Professional Development</u>:
- Attend and complete professional development opportunities provided by Coordinator.
- Register with Maine Roads to Quality Registry for training and education tracking.
- Required annual professional development hours.

Essential Functions:

Ability to:
1. Read with comprehension, write and calculate accurately.
2. Reason and understand policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 10-20 lbs.), bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy eye-hand coordinated tasks.
7. Sustain and complete with accuracy assigned seated clerical tasks.
8. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.

Legal and Ethical Duties:

1. Maintains confidentiality on student information.
2. Maintains confidentiality about all aspects of work, student performance, and written and oral records.
3. Demonstrates a respect for the legal and human rights of students.
4. Follows health and safety procedures established by the system.
5. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
6. Demonstrates loyalty, dependability, integrity, and other ethical standards.
7. Follows the chain of command for various administrative procedures or concerns.
8. Observes Board and school policy.
9. Meets and follows all State and Federal laws and regulations.

Terms of Employment:

This position is up to 185 working days per year.

Note:

The above job description reflects the general requirements necessary to describe the principle functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee's Signature:_____ Date:_____

Original to Personnel File
Copy to EmployeePersonnel file
Adopted November 28, 2018