

PARK HILL SCHOOL DISTRICT
Position Description

POSITION TITLE: School Age Child Care Associate Teacher

F.L.S.A Non-exempt

REPORTS TO: Site Manager

THE POSITION:

The school age child care associate teacher is responsible for supporting the site manager in providing a developmentally appropriate educational environment. They are held to a high standard for appropriateness, professionalism, and kindness in their interactions with children and others. Major responsibilities include organizing, monitoring, and directing age-appropriate activities while maintaining a clean and safe environment.

QUALIFICATIONS:

- 18 years of age and a high school diploma or equivalent.
- Skilled in written and verbal communication.
- Willingness and ability to be educated regarding developmentally appropriate practices with children.
- Continue education and/or professional development as required by the program.

ESSENTIAL JOB FUNCTIONS

1. Provide a friendly and safe environment that encourages exploration and meets the emotional, physical, intellectual, and social needs of both the individual and the group.
2. Interact appropriately with the students and to encourage their involvement in activities.
3. Create, with the support of the site manager, daily lesson plans based on curriculum.
4. Establish and maintain good written and verbal communication on a daily basis as necessary.
5. Observe, record, and report significant individual and group behavior. Report other program/site/classroom needs to appropriate individuals.
6. Use developmentally appropriate practices and conflict resolution strategies.
7. Maintain all paperwork, records, and files as required.

8. Prepare materials and paperwork as required by program needs.
9. Ensure compliance with State and Accreditation Criteria.
10. Report directly to program site manager and follow guidance from site manager and other supervisors as provided.

OTHER

11. Inform the site manager of program or individual needs.
12. Perform other duties as required.
13. Work additional hours or overtime as directed by supervisor.
14. Attend meetings and trainings as requested.
15. Adhere to school district and program policies.