

Job Description

Title: Afterschool Leader (Teacher): Odyssey Program (SW Portland), Glencoe Elementary (NE Portland), Forest Park Elementary (NW Portland)

Reports To: Program Coordinator

FLSA Status: Non-Exempt

Hourly Rate: \$17.50-19.00, DOE

FTE: .5 August-June

Schedule: Generally 1:45-6:00 PM on school days and variable shifts on other work days

Benefits: Paid professional development and training. Support in advancing in steps in the Oregon Registry of Professional Development. We offer a generous time off plan including: Sick Leave, Vacation, PTO and Holiday pay. Free membership to the MJCC (www.oregonjcc.org) and tuition discount for children of our employees.

PJA is an equal opportunity employer. We encourage people of all backgrounds, whether you believe you meet the required qualifications or not, to apply. Visit our website to learn more about our non-discrimination policy, mission and values.

Job Summary: The Afterschool Leader is responsible for the direct care and supervision of youth in PJA Before and Afterschool programs. This position provides an atmosphere and environment conducive to the intellectual, social and emotional development of students in an afterschool setting.

Qualifications: Candidates may bring any combination of experience and training that demonstrates the ability to perform the duties of the position. This would typically include:

- High School Diploma or GED; AND
- At least 18 years of age; AND
- Current enrollment in the [Oregon Central background Registry](#); AND
- 240 hours of qualifying experience in a comparable youth program; OR
- Step 8 in the Oregon Registry of Professional Development; OR
- At least an AA Degree in an area related to child development or education

Typical examples of work (representing essential functions, however, not inclusive of all the duties the position may perform):

- Plan and implement developmentally appropriate daily curriculum in accordance with PJA-Afterschool Department policies and expectations. Assist in leading groups of varying sizes independently and as assigned.
- Monitor youth, assistant leaders, and afterschool spaces to ensure safety. Maintain positive communication with youth. Model appropriate problem solving behavior and maintain positive student guidance and interaction. Respond appropriately to incidents and injuries, providing first

aid as necessary and implementing developmentally appropriate behavior support and safety measures as necessary.

- Communicate courteously and work collaboratively and effectively with PJA & PPS staff, parents, students and the public. Share responsibility for supervision of all students. Attend and participate in staff meetings. Inform parents of daily issues and progress while maintaining confidentiality. Check and respond to daily & weekly program related communications.
- Follow School Age Childcare Ruleset and all PJA-Afterschool policies including but not limited to: maintain staff to student ratios; maintain group size; ensure appropriate health and safety management; follow standard safety and security procedures; assist in nutrition/snack preparation; monitor and maintain attendance and tracking systems; conduct intermittent head counts; inform supervisor of student absences; monitor student transitions; maintain timesheet; ensure program cleanliness; open/close program as necessary; maintain appropriate work habits including regular and punctual attendance and appropriate use of planning time.
- Other Duties as assigned

Professional Development - Obtain 15 annual clock hours of professional development through attendance at workshops, seminars, trainings, and conferences.

Must obtain and maintain the following as per licensing requirements within the first 30 days of employment:

- Child and Adult First Aid/CPR certification (CPR&FA)
- Recognizing and Reporting Child Abuse and Neglect (RRCAN)
- Introduction to Child Care Health and Safety (ICCHS)
- Food Handlers certification (FH)
- Foundations of Learning (FLL)

Physical Requirements:

- Work is performed in an environment that is quite noisy and busy, and may include exposure to biological and environmental conditions including body fluids and waste, germs, and childhood illnesses
- May include lifting children or heavy items (up to 50 pounds unassisted), bending, stooping, reaching, standing, climbing and walking
- Requires vision and hearing within standard ranges and clear speaking ability