

AFTER CARE TEACHER JOB DESCRIPTION

Reporting to the Teacher of Operations, the Aftercare Teacher plays a crucial role managing the READ USA aftercare room(s). The main responsibility will be to monitor and provide guidance to elementary students awaiting their tutoring session each day.

Additionally, the Aftercare Teacher will be responsible for:

- Discipline forms and Student Code of Conduct
- Attendance, supper, and snack tracking
- HART lessons
- Dismissal and safe release of children to a responsible adult
- Safety plan awareness and implementation
- Parent communications/contact

Alongside the Program Specialist, and/or TO, the READ USA Aftercare Teacher will help to maintain rituals/routines and program specific best practices to ensure the uniformity and fidelity of the Tutoring Program at the assigned school site.

Responsibilities

Leadership:

- Post after-care room rules and review as needed.
- Follow READ USA code of conduct and document student discipline with help of Program Specialist.
- Cultivate positive interactions and relationships with READ USA partner teachers and all READ USA and school district staff.
- Maintain professional communications with all personnel inside and outside the tutoring program.
- Support this and other READ USA programs as directed by the TO and/or Chief Programs Officer (CPO).

Program Content Management:

- Notate daily attendance, supper and snack on aftercare attendance sheet.
- Follow the aftercare room daily schedule.
- Follow HART daily schedule.
- Implement HART program with fidelity.
- Respond to HART program requests (i.e., assessments, reports, movement of materials) in a timely manner.
- Maintain aftercare classroom and materials in a neat and organized manner.
- Support this and other READ USA programs as directed by the TO, CPO and/or CEO.

Qualifications

This is an extraordinary opportunity for an individual with teaching experience and a commitment to the READ USA mission. The successful candidate will support READ USA's Tutoring Program, work with the Program Specialist, TO, CPO and/or CEO, and maintain a positive relationship with tutors, teachers, READ USA staff, school site staff, and school district personnel.

Specific requirements include:

- Highschool Diploma
- Teacher OR full time paraprofessional OR retired
- 18 years of age or older
- Strong project implementation skills
- Strength in communicating with internal and external personnel.
- Excellent verbal and written communication skills with exceptional attention to details
- Personal qualities of integrity, credibility, and a commitment to and passion for READ USA mission.
- Personal and reliable transportation to travel to and from the assigned school site at which the program is implemented.
- Support this and other READ USA programs as directed by the TOD, CPO and/or CEO